

Mother Lode Consortium



OCCUPATIONAL OUTLOOK 2001 – 2003

for the Mother Lode Counties of

Amador

Calaveras

Mariposa

Tuolumne

OCCUPATIONAL OUTLOOK

and

Training Directory

Mother Lode Consortium
2001 - 2003

Amador
Calaveras
Mariposa
Tuolumne
Counties

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selected occupations sponsored by the Mother Lode Consortium; the State of California Employment Development Department (EDD) (<http://www.edd.ca.gov>), Labor Market Information Division (<http://www.calmis.ca.gov>); and the California Career Resource Network (Cal CRN) (<http://CaliforniaCareers.info>).

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To Lyn Gray, my assistant, who helped make all those telephone calls

All of us at Mother Lode Job Training hope you find this report useful.

Lynn Sholer
CCOIS Program Coordinator

Mother Lode Job Training

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The Mother Lode Workforce Investment Board

Mission:

To Lead And Orchestrate The Development Of A Quality Workforce To Meet The Needs Of Business

Vision:

A Thriving Business Community With Quality Jobs, Skills, Wages And Lifelong Learning

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Introduction

This report presents the 2001, 2002, and 2003 findings of the California Cooperative Occupational Information System (CCOIS). Mother Lode Job Training (MLJT) conducts this project in partnership with the State of California Employment Development Department. The survey area for this study covers Amador, Calaveras, Mariposa, and Tuolumne counties.

PURPOSE

The goal of the CCOIS program is to help match employers' hiring needs with job seekers' skills. The purpose of this **Occupational Outlook Report** is to provide information for labor market decisions, including personnel management and career/vocational training program planning. Not all occupations included may be suitable for training at this time. The Supply/Demand statements should be weighed before training decisions are made. Also, omission of an occupation from this report does not imply that training for that occupation is not appropriate.

Labor market information is a guide when making labor market decisions, not the absolute answer. When making labor market decisions, users of labor market information should consider changes which occurred in the local economy after data collection. These changes might be new industries and businesses, plant closures, layoffs, recessions and other economic fluctuations.

POSSIBLE USES FOR THIS REPORT

The occupational summaries presented are designed to be used for

Career Counseling	Career counselors and job seekers can use this local information regarding employer requirements and preferences when making occupational choices.
Placement and Job Development	Job counselors and job developers can use the supply/demand information to assist job seekers in making decisions about occupations appropriate for their skills, abilities, education and needs.
Vocational Program Planning	Local planners can use the supply/demand data, occupational size, and expected growth rate information for evaluating, planning, and developing training programs.
Curriculum Design	Training providers can use information about employers' requirements regarding the type of skills training they expect new employees to receive from vocational training programs to assess and update their curriculum.
Economic Development	Local governments and economic development agencies can use the supply/demand, occupational size, expected growth rates, and wage data information to determine Mother Lode counties' suitability for business growth and development.

Introduction (continued)

Program Marketing	Schools and other local training providers can market training programs more effectively by informing students, employers, and other members of the community that training programs are developed using reliable, locally-developed occupational data.
Wage Comparison	Although it is not intended as an official wage survey, the wages presented in this report have been useful to employers in providing comparative information concerning local wage rates in particular occupations. At the time of data collection, the minimum wage was \$6.75.

EMPLOYER NEEDS

The Labor Market Information (LMI) program meets employers' needs by ensuring that training providers keep abreast of local employers' hiring requirements. Also, if employers are to remain competitive, they must be aware of local wage and benefit packages.

SELECTION OF OCCUPATIONS

Local users of labor market information helped select the occupations for survey at Mother Lode Job Training's annual community meetings. Among the participants were teachers, counselors, and administrators from Columbia College and high school vocational programs, Regional Occupational Programs, Department of Social Services Welfare to Work program, economic development companies, employment and training, Employment Development Department, and employers. The final selection was made by the CCOIS Program Coordinator, based on CCOIS program criteria and recommendations from the attendees at the CCOIS annual community meetings.

LIST OF OCCUPATIONS

The following pages list the occupations studied this year (2003), and the two previous years (2002 and 2001).

Introduction (continued)

2003 Occupations Surveyed

Amusement and Recreation Attendants
Automotive Service Technicians and Mechanics
Child, Family, and School Social Workers
Combined Food Preparation and Serving Workers, Including Fast Food
Computer Systems Analysts
Electricians
Executive Secretaries and Administrative Assistants
First-Line Supervisors/Managers of Office and Administrative Support Workers
First-Line Supervisors/Managers of Retail Sales Workers
General and Operations Managers
Home Health Aides
Nurse Practitioners
Packers and Packagers, Hand
Physician Assistants
Postal Service Clerks
Postal Service Mail Carriers
Radiologic Technologists and Technicians
Respiratory Therapists
Secretaries, Except Legal, Medical, and Executive
Security Guards
Sheet Metal Workers
Social and Human Service Assistants

Introduction (continued)

2002 Occupations Surveyed

Billing, Cost, and Rate Clerks
Cashiers
Correction Officers and Jailers
Dental Assistants
Dental Hygienists
Emergency Medical Technicians -- I
Emergency Medical Technicians -- Paramedic
Firefighters
Gaming Dealers
General Office Clerks
Helpers, All Other Construction Trade Workers
Janitors and Cleaners – Except Maids and Housekeeping Cleaners
Library Assistants and Bookmobile Drivers
Licensed Vocational Nurses
Maids and Housekeeping Cleaners
Maintenance Repairers – General Utility
Medical Assistants
Preschool Teachers
Traffic, Shipping, and Receiving Clerks
Truck Drivers – Heavy or Tractor Trailer
Vocational and Educational Counselors
Vocational Education and Training Teachers and Instructors

Introduction (continued)

2001 Occupations Surveyed

Automotive Body and Related Repairers
Bakers -- Bread and Pastry
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers
Bus Drivers -- School
Child Care Workers
Computer Support Specialists
Highway Maintenance Workers
Hotel Desk Clerks
Human Service Workers
Instructional Aides
Laborers, Landscaping, and Groundskeeping
Machinists
Nurse Aides
Pharmacy Aides
Pharmacy Technicians
Receptionists and Information Clerks
Registered Nurses
Salespersons -- Retail (Except Vehicle Sales)
Teachers -- Special Education
Tellers
Truck Drivers, Light -- Include Delivery and Route Workers
Welders and Cutters

Introduction (continued)

SURVEYED OCCUPATIONS IN ALPHABETICAL ORDER, 1990-2003

Accountants and Auditors, 1996, 2000
Amusement and Recreation Attendants, 1992, 1998, 2003
Assemblers and Fabricators - Except Machine, Electrical, Electronic and Precision, 1998
Automotive Body, Related Repairers, 1992, 2001
Automotive Mechanics, 1990, 1993, 1997, 2000
Automotive Service Technicians & Mechanics, 2003
Bakers - Bread & Pastry, 2001
Bartenders, 1993, 1998
Billing, Cost, and Rate Clerks, 2002
Bookkeeping, Accounting and Auditing Clerks, including Bookkeepers, 1990, 1993, 1998, 2001
Bus Drivers, School, 1991, 2001
Butchers and Meat Cutters, 1991
Cabinet Makers and Bench Carpenters, 1991
Carpenters, 1990, 1995, 2000
Carpet Installers, 1993
Cashiers, 1990, 1996, 1999, 2002
Child Care Workers, 1991 (Limited Survey), 1995, 1998, 2001
Child, Family, and School Social Workers, 2003
Combined Food Preparation and Serving Workers, including Fast Food, 2003
Computer Aided Design (CAD) Technicians, 1995
Computer and Software Support Technicians, 1995
Computer Network Technicians, 1999
Computer Programmers, 1994
Computer Support Specialists, 2001
Computer Systems Analysts, 2003
Concrete and Terrazzo Finishers, 1993
Cooks - Institution or Cafeteria, 1996, 2000
Cooks - Short Order, 1997
Cooks - Specialty Fast Food, 2000
Cooks - Restaurant, 1990, 1994, 1999
Correction Officers and Jailers, 1991, 1996, 1999, 2002
Counter and Rental Clerks, 1994, 2000
Data Processing Equipment Repairers, 1994
Dental Assistants, 1991, 1995, 1998, 2002
Dental Hygienists, 1992, 2002
Dieticians and Nutritionists, 1997
Dining Room & Cafeteria Attendants & Bartender Helpers, 2000
Dispatchers - Police, Fire, and Ambulance, 1997
Drafters, 1991
Drywall Installers, 1993
Electrical and Electronic Engineers, 1995
Electrical and Electronic Engineering Technicians, 1993
Electricians, 1992, 2003
Electrical and Electronic Assemblers, 1991, 1996
Emergency Medical Technicians - I, 1997, 2002
Emergency Medical Technicians - Paramedic, 1997, 2002
Executive Secretaries & Administrative Assistants, 2003
Financial Managers, 1996, 2000
Firefighters, 1990 (Limited Survey), 1998, 2002
First Line Supervisors and Manager/Supervisors - Clerical/Administrative Support Occupations, 1998
First-Line Supervisors/Managers of Office and Administrative Support Workers, 2003
First Line Supervisors/Manager-Construction Trades and Extractive Workers, 2000
First-Line Supervisors/Managers of Retail Sales Workers, 2003
First Line Supervisors and Manager/Supervisors - Sales and Related Occupations, 1998
First Line Supervisors and Manager/Supervisors - Production & Operating Workers, 2000
Food Preparation Workers, 1990, 1996, 1999
Food Service Managers, 1993
Food Service and Lodging Managers, 1990
Forest and Conservation Workers, 1993
Gaming Dealers, 2002
Gardeners, Groundskeepers, 1991, 1995, 1998 (see Laborers, Landscaping and Groundskeeping)
General Managers and Top Executives, 1992, 1998
General and Operations Managers, 2003
General Office Clerks, 1991, 1996, 1999, 2002
Glaziers, 1993
Guards and Watch Guards, 1992, 1997, 2000
Hairdressers, Hairstylists, and Cosmetologists, 1992, 2000
Heating, Air Conditioning and Refrigeration Mechanics and Installers, 1992, 1995, 1999
Helpers, All Other Construction Workers, 2002
Highway Maintenance Workers, 2001
Home Health Aides, 2003
Home Health Care Workers, 1990, 1995, 1999
Hotel Desk Clerks, 1992, 1998, 2001
Human Service Workers, 1994, 2001
Industrial Truck and Tractor Operators, 1996
Instructional Aides, 1995, 1998, 2001
Insurance Policy Processing Clerks, 1991, 1997
Janitors and Cleaners, except Maids and Housekeeping Cleaners, 1990, 1996, 1999, 2002
Laborers, Landscaping and Groundskeeping, 1998, 2001
LAN/WAN (Local/Wide Area) Network Managers, 1996
Legal Secretaries, 1991
Licensed Vocational Nurses, 1990, 1994, 1999, 2002
Loan and Credit Clerks, 1991, 1997
Lodging Managers, 1996
Machine Tool Cutting Operators and Tenders - Metals and Plastic, 1992
Machinists, 1996, 2001
Maids and Housekeeping Cleaners, 1996, 1999, 2002
Maintenance Repairers - General Utility, 1990, 1996, 1999, 2002
Marketing, Advertising, & Public Relations Managers, 2000
Medical and Clinical Lab Technicians, 1992 (Limited Survey)
Medical Assistants, 1991, 1995, 1999, 2002

Introduction (continued)

SURVEYED OCCUPATIONS IN ALPHABETICAL ORDER, 1990-2003*(continued)*

Medical Machine Transcribers, 1993
Medical Record Technicians, 1992
Mobile Heavy Equipment Mechanics - except Engines, 1990
Nurse Aides, 1994, 1998, 2001
Nurse Aides, Orderlies, and Attendants, 1990
Nurse Practitioners, 2003
Nursery Workers, 1997
Operating Engineers, 1990, 1996
Opticians, Dispensing and Measuring, 1994
Packers and packagers, Hand, 2003
Painters, Paperhangers, Construction and Maintenance, 1991, 1998
Paralegal Personnel, 1995, 1999
Paving, Surfacing, & Tamping Equipment Operators, 1993
Payroll, Timekeeping Clerks, 1992
Personnel, Training and Labor Relations Managers, 1995
Pest Controllers and Assistants, 1993, 1997
Pharmacists, 1992, 2000
Pharmacy Aides, 2001
Pharmacy Technicians, 1995, 2001
Phlebotomists, 1994
Physical Therapists, 1992 (Limited Survey)
Physical Therapy Aides, 1995, 2000
Physical Therapy Assistants, 1995, 2000
Physician Assistants, 2003
Plumbers, Pipefitters, and Steamfitters, 1990
Police Patrol Officers, 1994, 2000
Postal Service Clerks, 2003
Postal Service Mail Carriers, 2003
Preschool Teachers, 2002
Radio and Television Broadcasting, 1991
Radiologic Technicians, Diagnostic, 1992, 1995
Radiologic Technologists and Technicians, 2003
Receptionist and Information Clerks, 1994, 1998, 2001
Recreation Workers, 2000
Refuse Collectors, 1993
Registered Nurses, 1991, 1994, 1999, 2001
Reporters and Correspondents, 1997
Respiratory Care Practitioners, 1992
Respiratory Therapists, 2003
Roofers, 1993
Sales Agents, Real Estate, 1991
Salespersons-Retail (Exc Vehicle), 1990, 1994, 1997, 2001
Secretaries, Except Legal and Medical, 1999
Secretaries, Except Legal, Medical, and Executive, 2003
Secretaries, General, 1990, 1996
Secretaries, Medical, 1991, 1997
Security Guards, 2003
Septic Tank Servicers and Sewer Pipe Servicers, 1995
Sheet Metal Workers, 1996, 2003
Sheriffs and Deputy Sheriffs, 1991, 1994, 2000
Small Manufacturing Businesses, 1990
Social and Human Service Assistants, 2003
Social Workers, 1991
State-Highway Police Officers, 2000
Stock Clerks, Sales Floor, 1992, 1999
Stock Clerks-Stockroom, Warehouse, Storage Yard, 2000
Supervisors, Sales, 1992
Supervisors/Managers, Production, 1994
Surgical Technicians, 1993, 1997
Surveying and Mapping Technicians and Technologists, 1993
Teacher Aides, Paraprofessional, 1990
Teachers - Elementary, 1992, 1997, 2000
Teachers, Preschool, 1993, 1998
Teachers - Secondary, 1992, 1997, 2000
Teachers-Special Education, 2001
Telephone and Cable T.V. Line Installers and Repairers, 1996, 1999
Tellers, 1990, 2001
Title Searchers, 1992
Traffic, Shipping, and Receiving Clerks, 1992, 1999
Travel Agents, 1992
Tree Trimmers, 1997
Truck Drivers, Heavy or Tractor Trailer, 1991, 1993, 1996, 1999
Truck Drivers, Light, include Delivery and Route Workers, 1990, 1995, 1998, 2001
Urban and Regional Planners, 1994
Veterinary Assistants, 1993, 1997
Veterinary Technicians and Technologists, 1993, 1997
Vocational and Educational Counselors, 1996, 1999
Waiters and Waitresses, 1990, 1998
Water Treatment Plant Operators, 1994
Water & Liquid Waste Treatment Plant & System Operators, 2000
Welders and Cutters, 1994, 1998, 2001
Welfare Eligibility Workers and Interviewers, 1991, 1997

Survey Methods

OCCUPATION SELECTION

To select the occupations, the local Program Coordinator

1. Reviews the occupational projection tables prepared by EDD. The tables show past, present, and future employment projections in each county by occupation. They also project the job growth rate.
2. Develops a preliminary list of occupations suitable for study. The jobs may show a strong projected growth rate, are expected to have sizeable replacement needs, or are requested locally.
3. Ensures that each occupation selected meets the program criteria. The occupations should
 - o Have a substantial employment base in the survey area
 - o Have a substantial number of projected job openings
 - o Have a substantial potential for earning capacity
 - o Meet a local need
4. Invites local users of labor market information to a community meeting. Participants learn about the CCOIS Program and give input on occupation selections. They may add some titles and drop others.
5. Uses information gathered at the meeting and from local advisory committee members to choose a final set of occupations. EDD approves the list consisting of approximately twenty occupations for survey.
6. Defines each occupation using the Standard Occupational Classification (SOC) System title and code number. If a selected occupation does not have an SOC code number, an appropriate modified number is used.

DEFINITION OF OCCUPATION

An occupational definition describes the activities and functions of a worker. The CCOIS program uses the Standard Occupational Classification (SOC) System. The SOC System is used by all Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.

EMPLOYER SAMPLE

After the occupations are selected, EDD develops a list of employers by occupation and industry.

An industry is a title for a group of firms that produces similar goods and services. Industries are classified by the Standard Industrial Classification (SIC). An industry title represents the economic activity of a firm. There are eleven major industry groups in the SIC: agriculture, forestry, and fishing; mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services; wholesale trade; retail trade; finance, insurance, and real estate; services; public administration; and non-classifiable establishments. Every firm in the state is classified in one or more of these categories by the products or services they produce.

Survey Methods (continued)

To prepare a representative employer sample, EDD uses detailed databases on employers and their occupational staffing within industries.

Local CCOIS staff review the sample prepared by EDD and, when appropriate, add or delete local firms' names to obtain a sample of suitable employers for each occupation. Staff obtain appropriate firm names from the "Confidential Listing of the Universe of Employers (CLUE)," created by EDD; from the Yellow Pages; and from other local employers. Employers' names, addresses, telephone numbers, contact names, SIC codes, account numbers, and number of employees in the firms are added to the EDD sample.

QUESTIONNAIRE DEVELOPMENT

A basic questionnaire prepared by EDD's Labor Market Information Division in Sacramento was used for all the surveyed occupations.

SURVEY PROCEDURES

To collect the information from employers and others, the local LMI staff used the following procedures:

1. The Program Coordinator chose both mail and fax surveys as an initial step of data collection. An employer who did not respond to the first questionnaire received a second one after ten working days. After a second deadline date, staff called the employer for the information if the questionnaire was needed to reach the response goal.
2. Prior to the first mailing, staff called each employer on EDD's list to verify if they hired in that occupation. They checked the company's name, address, telephone and fax numbers; and obtained the name of an appropriate contact person. Staff encouraged employers to participate in the program. Employers were eliminated from the list if they did not employ in the occupation.
3. The survey was started in June, 2003, and completed in September, 2003.
4. Staff reviewed the returned questionnaires for accuracy and completeness. If the answers were unclear or conflicted with other information, staff called the contact persons to get correct information.
5. If a sufficient number of responses (approximately 50 percent) could not be obtained, other employers were contacted.
6. If additional information about an occupation was needed, staff interviewed employers and persons from training schools and the community college.

Survey Methods (continued)

TABULATION AND RESULTS

Local CCOIS staff entered survey answers into a database and tabulations were produced. From the tabulations, the Program Coordinator analyzed and prepared the final occupational summaries. EDD's Site Analyst reviewed and approved the final report. Each occupational summary provides information on firms' requirements, employment trends, wages and benefits, and other information.

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Responses to open-ended questions were included in the summaries unless otherwise noted in the "Guide to Occupational Summaries" section.

The number of responses to those questions that were optional for employers to answer are shown after the respective information. For example, "Out of 22 firms, 20 answered this question." If this statement is not shown, the question was mandatory to answer; therefore, all employers responded.

Specific employer information is and will remain confidential.

Guide to Occupational Summaries

Following are key terms and descriptions of each section of the Occupational Summaries. The terms and guidelines used are standard for all Workforce Investment Areas (WIA) participating in the CCOIS program, lending consistency to area comparisons. The 2002 and 2001 Occupational Summaries have been reorganized and use different titles than previous years.

DESCRIPTION OF OCCUPATION

Descriptions are taken from the SOC or the Occupational Employment Statistics Dictionary, published by the U.S. Department of Labor. If a surveyed occupation does not have an OES number, the description is taken from the Dictionary of Occupational Titles.

EMPLOYER REQUIREMENTS

Education shows the minimum level of education that firms require when hiring an applicant. Employers were asked to check one level of education only from the choices: less than high school diploma, high school diploma or equivalent, Associate Degree (2 year), Bachelor Degree (4 year), or Graduate Study. All categories are included in the occupational summaries showing the percentage of responses. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Training/Experience shows the percentage of responding employers who stated prior experience in the occupation or experience in another occupation is required, not required, or not required but preferred. Employers were also asked if they would accept experience in another occupation.

Training shows the percentage of responding employers who stated they accept or do not accept training as a substitute for experience. Employers also were asked if technical or vocational training is required, not required, or not required but preferred prior to employment.

Skills, licenses and other requirements are shown in each summary when applicable. **Skills** needed for job entry lists skills desired for each occupation. The skills data for the 2002 and 2003 Occupational Summaries is taken from the employer surveys (when 50% or more of responding employers indicated the skill is important to job performance). The skills data for the 2001 Occupational Summaries is taken from the **O'Net Online** (<http://online.onetcenter.org>). Only the top five most important skills, knowledge and abilities are listed.

Licensing and other requirements information was taken from the **California Professional & Business License Handbook, Sixth Edition**, 1999, co-sponsored by the State of California, Governor Gray Davis, California Trade & Commerce Agency, and EDD.

Computer software skills lists the number of responding employers who stated they seek applicants with skills in word processing, spreadsheet, database or desktop publishing programs.

Guide to Occupational Summaries (continued)

SUPPLY AND DEMAND

Supply and demand terms used in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.

Very difficult	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.
Moderately difficult	Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
Not difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Supply and demand terms are listed separately for inexperienced and experienced workers unless the supply and demand is the same. In that case, the term applicant applies for both inexperienced and experienced workers.

Turnover shows the number of people hired during the last 12 months and is listed with reasons for employment and the turnover rate.

Recruitment Methods data is obtained from employer surveys. The top three most successful recruitment methods reported for the occupation are listed.

SIZE OF OCCUPATION

Size of occupation is taken from data prepared by EDD. Occupation data for the 2003⁽¹⁾, 2002⁽²⁾, and 2001⁽³⁾ reports is from Table 6, of the "Occupational Employment Projections, Mother Lode Consortium," pages D-4 through D-13, of the **Projections and Planning Information, Tuolumne County**, published by State of California/ Employment Development Department/Labor Market Information Division. Whenever an occupation was not listed in the "Projections," the words "Not Available" appear on the size and growth lines of the report. The terms **small**, **medium**, **large**, and **very large** used to describe the size refer to the estimated number of workers in the survey area using the following scale:

	⁽¹⁾ 2001-2008 EDD Projections December 2003 2003	⁽²⁾ 1999-2006 EDD Projections October 2001 2002	⁽³⁾ 1997-2004 EDD Projections March 2000 2001
Small	Less than	Less than 61	Less than 59
Medium	To	61 to 121	59 to 118
Large	To	122 to 264	119 to 257
Very large	And above	265 and above	258 and above

Gender information is taken from survey responses.

Where the Jobs are lists the industries represented by the employers who responded to the survey and Occupation Forecast Information published by EDD, December 1998. Industry titles are taken from the corresponding SIC codes shown in the "Numerical List of Short Titles" section of the **Standard Industrial Classification** Manual published in 1987. Whenever two or more industry titles were similar, the Program Coordinator (based on professional knowledge) combined the two titles into one to avoid redundancy.

Guide to Occupational Summaries (continued)

Projections show the growth rate of an occupation. **Growth rate** describes the expected growth for the 2003 occupational summaries' outlook period. One of several standard terms is used as follows:

Much faster than average	= 1.50 times average or more
Faster than average	= 1.10 to but not including 1.50 times average
Average	= .90 to but not including 1.10 times average
Slower than average	= Less than .90 times average
No significant change, or remain stable	= 0.0
Slow decline	= less than 0.0

Projections also show whether responding employers expect the firm's employment to decline, remain stable, or grow over the next 24 months. Percentages of each category's responses are shown in each occupational summary.

WAGES AND BENEFITS

Hourly wage information is obtained from employers' responses. Results are reported for three levels of experience defined as follows:

New Hires, No Experience	Wage paid to persons trained but without paid experience in the occupation.
New Hires, Experienced	Wage paid to journey-level or experienced persons just starting at the firm.
Experienced, 3 Years With Firm	Wages generally paid to persons with more than three years' experience at the firm.

The data is not intended to represent prevailing wages. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wages are reported to the nearest cent for all wage ranges and median wage. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

The Occupational Outlook Report has at least one and sometimes two wage sections, dependent upon the percentage of employers who state that the wages for their employees in the occupation are subject to a union or collective bargaining agreement. One wage section, entitled "Wages (Union, Non-Union, and Union Undetermined)" is used when the percentage of employers employing employees who are subject to a union or collective bargaining agreement is either greater than 80% or less than 20%. Two wage sections occur when the percentage of employers employing employees who are subject to a union or collective bargaining agreement is from 20% to 80%. The two sections are entitled: "Wages (Non-Union and Union Undetermined)" and "Wages (Union)". Even if union circumstances indicate two sections, it may be necessary to show only one wage section in order to protect confidentiality.

Hours are the average weekly hours and are shown as "weighted averages" by the number of employees.

Shift information is obtained from employers' responses.

Benefits includes all categories in the summaries except the "other" category. Because most employers did not list an "other" benefit, none are shown in the summaries. The percentages are based on employers responding to the survey regardless of whether they have full or part-time employees.

Guide to Occupational Summaries (continued)

OTHER INFORMATION

Promotional Opportunities data is obtained from responding employers who state promotional opportunities exist for the occupation. All responses are included in the summaries. Whenever the promotional job titles were similar, the Program Coordinator (based on professional knowledge) combined them to avoid redundancy.

Additional references listed in the report are as follows:

Occupational Outlook Handbook (OOH) 2002-2003 Edition, U.S. Department of Labor.

California Occupational Guide (COG) Bulletin, published by the Labor Market Information Division, California State Employment Development Department. The **Guides** are also available through LMID's home page on the Internet: <http://www.calmis.ca.gov>.

California Professional & Business License Handbook, Sixth Edition, 1999, co-sponsored by the State of California, Governor Gray Davis, California Trade & Commerce Agency, and EDD.

Standard Occupational Classification System (SOC), published by the U.S. Department of Labor, Bureau of Labor Statistics (BLS). The SOC is available through the BLS web site on the internet at: <http://www.bls.gov/soc/>

Additional California labor market information and EDD services can be obtained through LMID's home page on the Internet: <http://www.calmis.ca.gov>.

O'NET Online on the internet: <http://online.onetcenter.org>.

KEY TERMS

When reference is made to “**all, almost all, most, many, some, or few**” of the survey respondents, the following guidelines apply:

All—100%

Almost All employers—80% up to but not including 100%

Most employers—60% up to but not including 80%

Many employers—40% up to but not including 60%

Some employers—20% up to but not including 40%

Few employers—less than 20%

CALIFORNIA TRAINING AND EDUCATION PROVIDERS (CTEP)

Training providers within the consortium are listed when they provide vocational training for the occupation. Training provider information is taken from the **California Training and Education Providers, 2003 Edition**, produced by the California Employment Development Department (EDD), Labor Market Information Division (LMID), the California Cooperative Occupational Information System (CCOIS) Group and the California Career Resource Network (CalCrn).

The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. **Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.**

2003 Occupational Summaries

The twenty-three occupational summaries listed below appear in this section. Data for these occupations were collected the summer of 2003.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- . Had a substantial employment base in the survey area
- . Had a substantial number of projected job openings
- . Had a substantial potential for earning capacity
- . Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

2003 Occupations Surveyed

Amusement and Recreation Attendants
Automotive Service Technicians and Mechanics
Child, Family, and School Social Workers
Combined Food Preparation and Serving Workers, Including Fast Food
Computer Systems Analysts
Electricians
Executive Secretaries and Administrative Assistants
First-Line Supervisors/Managers of Office and Administrative Support Workers
First-Line Supervisors/Managers of Retail Sales Workers
General and Operations Managers
Home Health Aides
Nurse Practitioners
Packers and Packagers, Hand
Physician Assistants
Postal Service Clerks
Postal Service Mail Carriers
Radiologic Technologists and Technicians
Respiratory Therapists
Secretaries, Except Legal, Medical, and Executive
Security Guards
Sheet Metal Workers
Social and Human Service Assistants

AMUSEMENT and RECREATION ATTENDANTS

SOC CODE: 393091

13 Firms Responding -- 678 Employees Represented

DESCRIPTION OF OCCUPATION

Amusement and Recreation Attendants perform a variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Most	(62%)
High School Diploma or Equivalent	Some	(38%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	15%	46%	38%	0%
Other Occupational Experience Accepted	31%	23%		46%
Training in Lieu Of Experience Accepted	54%	0%		46%
Technical/Vocational Training Required	15%	69%	15%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Possession of a valid driver's license and telephone answering skills. Ability to make change and operate a cash register.

PHYSICAL: Good physical condition and ability to stand for prolonged periods.

PERSONAL or OTHER: Public contact skills and a willingness to work with close supervision. Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	2
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Not difficult

TURNOVER

Responding employers reported a total of 581 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Few	(4%)
Promotions	Few	(4%)
New Positions (Growth)	Few	(1%)
Temporary	Almost All	(91%)

RECRUITMENT METHODS

(Out of 13 firms, 13 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk In	Many	(54%)
Employee Referrals	Most	(62%)
Newspaper Ads	Many	(46%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (260 to 320)

<u>GENDER:</u> Male employees	383	(56%)
Female employees	295	(44%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Gift, novelty and souvenir shops, hotels and motels, sporting and recreational camps, trailer parks and campsites, bowling centers, physical fitness facilities, public golf courses, membership sports and recreation clubs, amusement and recreation services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

AMUSEMENT and RECREATION ATTENDANTS

SOC CODE: 393091

13 Firms Responding -- 678 Employees Represented

WAGES and BENEFITS (June-October 2003)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-8.50	\$7.16
New Hires, Experienced	\$6.75-12.00	\$8.00
Experienced, 3 Years w/Firm	\$8.50-15.00	\$10.00

(A **few** [8%] of responding employers employ union workers in this occupation. **Some** [23%] state their employees in this occupation receive tips or commission.

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Few	(6%)
Part Time, avg 15 hrs/wk	Few	(16%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 25 hrs/wk	Most	(78%)

SHIFTS

(Out of 13 firms, 13 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(38%)
Graveyard	Few	(8%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	43%	0%	57%	13%	0%	0%
Dental	29%	0%	43%	13%	0%	0%
Vision	0%	0%	29%	0%	0%	0%
Life	14%	0%	29%	0%	0%	0%
Sick	29%	25%	0%	13%	0%	0%
Vacation	100%	38%	0%	13%	0%	0%
Retirement	29%	0%	14%	13%	0%	0%
Child Care	0%	0%	0%	13%	0%	0%

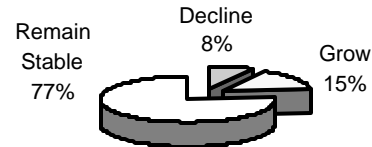
Some (23%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

23.1%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 13 firms, 13 firms responded)

Most (77%) of responding employers may promote employees to: General manager, head pro, gate management, lead, supervisor, desk, trainer, GE instructor, events supervisor, events manager, assistant manager, area manager, head guide.

For additional information about this occupation, refer to the California Occupational Guides, No. 357. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Columbia College
National RV Park Institute

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

AUTOMOTIVE SERVICE TECHNICIANS and MECHANICS

SOC CODE: 493023

21 Firms Responding - 83 Employees Represented

DESCRIPTION OF OCCUPATION

Diagnose, adjust, repair, or overhaul automotive vehicles.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(14%)
High School Diploma or Equivalent	Almost All	(86%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	95%	0%	5%	0%
Other Occupational Experience Accepted	23%	72%		5%
Training in Lieu Of Experience Accepted	48%	52%		0%
Technical/Vocational Training Required	57%	10%	33%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Certified in Auto Service Excellence and possession of a valid driver's license. Ability to operate auto diagnostic equipment, tune up engines, repair fuel injection systems, and repair vehicle air conditioning.

PHYSICAL: Ability to repair brakes, vehicle heaters, and emission controls.

PERSONAL or OTHER: Possession of good DMV driving record and a willingness to work with close supervision. Ability to work independently.

License or certification:

Brake & Lamp Technician Certificate for licensed brake and lamp services and/or Emission Control Systems Technician Certificate for licensed smog services.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	1
Database	3	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Not applicable

TURNOVER

Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Many	(57%)
Promotions	Few	(9%)
New Positions (Growth)	Some	(30%)
Temporary	Few	(4%)

RECRUITMENT METHODS

(Out of 21 firms, 21 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Many	(57%)
Employee Referrals	Most	(62%)
Newspaper Ads	Many	(57%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (260 to 310)

GENDER: Male employees 81 (98%)
Female employees 2 (2%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Dimension stone mines; refuse systems; new and used car dealers; used car dealers; gasoline service stations; automotive transmission repair shops; general automotive repair shops; automotive repair shops; and land, mineral, wildlife conservation agencies.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

AUTOMOTIVE SERVICE TECHNICIANS and MECHANICS

SOC CODE: 493023

21 Firms Responding -- 83 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$10.00-19.61	\$13.85
Experienced, 3 Years w/Firm	\$12.02-24.83	\$19.00

(A **few** [5%] of responding employers employ union workers in this occupation. **Some** [24%] offer a bonus or commission in addition to wages. One responding employer reports wages are commission only.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost all	(97%)
Part Time, avg 17 hrs/wk	Few	(2%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 30 hrs/wk	Few	(1%)

SHIFTS

(Out of 21 firms, 21 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	25%	0%	0%	0%
Dental	5%	0%	15%	0%	15%	0%
Vision	5%	0%	10%	0%	5%	0%
Life	20%	0%	0%	0%	5%	0%
Sick	15%	0%	0%	0%	0%	0%
Vacation	95%	0%	0%	0%	0%	0%
Retirement	10%	0%	15%	0%	5%	0%
Child Care	0%	0%	0%	0%	5%	0%

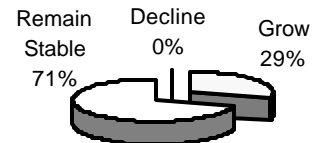
A **Few** (5%) of responding employers offer a 401 K and/or provide uniforms.

PROJECTIONS

Growth Rate, 2001-2008:

19.2 %, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 21 firms, 21 firms responded)

Many (48 %) of responding employers may promote employees to: Rebuilder, lead technician, service manager, service advisor, salesman, fire equipment manager, manager, automotive technician, master technician, shop foreman.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 487; the California Occupational Guides, No. 24; and the California Professional & Business License Handbook, Sixth Edition 1999, page 49. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Amador County ROP
Bret Harte High School ROP
Calaveras High School ROP
Columbia College
Sonora High School ROP
Summerville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

CHILD, FAMILY and SCHOOL SOCIAL WORKERS

SOC CODE: 211021

9 Firms Responding -- 78 Employees Represented

DESCRIPTION OF OCCUPATION

Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers on how to deal with problem children.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Some	(33%)
Associate Degree (2 Year)	Few	(11%)
Bachelor Degree (4 Year)	Some	(33%)
Graduate Study	Some	(22%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	89%	0%	11%	0%
Other Occupational				
Experience Accepted	56%	44%		0%
Training in Lieu				
Of Experience Accepted	56%	44%		0%
Technical/Vocational				
Training Required	11%	78%	11%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Possession of a valid driver's license, record keeping skills, understanding of court proceedings, knowledge of family social work, and protective services for children and adults. Ability to write effectively and ability to interview others for information.

PHYSICAL: None listed.

PERSONAL or OTHER: Possession of a clean police record, leadership skills, understanding of a variety of cultures, and a willingness to work with close supervision. Ability to handle crisis situations and apply complex rules and regulations.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	7	Spreadsheet	3
Database	1	Desktop Publishing	1

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced: Very difficult
Inexperienced: Very difficult

TURNOVER

Responding employers reported a total of 13 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Most	(69%)
Promotions	Few	(8%)
New Positions (Growth)	Few	(8%)
Temporary	Few	(15%)

RECRUITMENT METHODS

(Out of 9 firms, 9 answered this question.)

The three most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Many	(44%)
Internet	Most	(67%)
Newspaper Ads	Most	(78%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (100 to 120)

GENDER: Male employees 15 (19%)
Female employees 63 (81%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Skilled nursing care facilities, individual and family services, residential care, social services, local government, correctional institutions.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM : Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

CHILD, FAMILY and SCHOOL SOCIAL WORKERS

SOC CODE: 211021

9 Firms Responding -- 78 Employees Represented

WAGES and BENEFITS (June-October 2003)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$9.92-22.00	\$12.47
Experienced, 3 Years w/Firm	\$11.39-24.00	\$13.86

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$13.29-19.48	\$15.15
Experienced, 3 Years w/Firm	\$15.78-21.13	\$17.00

(Many [56%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Almost All	(90%)
Part Time, avg 22 hrs/wk	Few	(10%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 9 firms, 9 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(11%)
Graveyard	None	(0%)
Other Shifts	Some	(22%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
Medical	11%	0%	89%	20%	0%	0%
Dental	0%	0%	89%	20%	11%	0%
Vision	0%	0%	78%	0%	0%	0%
Life	33%	0%	33%	20%	11%	0%
Sick	89%	40%	11%	20%	0%	0%
Vacation	89%	40%	11%	20%	0%	0%
Retirement	44%	20%	22%	0%	11%	0%
Child Care	0%	0%	0%	0%	22%	0%

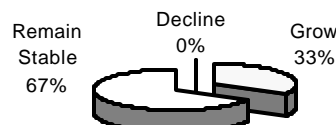
Some (33%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

20.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 9 firms, 9 firms responded)

Most (67%) of responding employers may promote employees to: Parent aide/home visitor II; family advocate II; social worker I, II, III, IV; managers; team leaders; coordinators; program manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 160; the California Occupational Guides, No.122. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

COMBINED FOOD PREPARATION and SERVING WORKERS, including FAST FOOD

SOC CODE: 353021

18 Firms Responding -- 403 Employees Represented

DESCRIPTION OF OCCUPATION

Perform duties which combine both food preparation and food service.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Many	50%
High School Diploma or Equivalent	Many	50%
Associate Degree (2 Year)	None	0%
Bachelor Degree (4 Year)	None	0%
Graduate Study	None	0%

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	12%	44%	44%	0%
Other Occupational Experience Accepted	33%	17%		50%
Training in Lieu Of Experience Accepted	39%	17%		44%
Technical/Vocational Training Required	6%	88%	6%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Food preparation, short-order and fry cooking skills. Ability to operate a cash register and make change.

PHYSICAL: Ability to work rapidly, lift at least 30 lbs. repeatedly, and stand continuously for 2 or more hours.

PERSONAL or OTHER: Public contact skills, ability to work independently and a willingness to work with close supervision.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 334 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Most	(75%)
Promotions	Few	(16%)
New Positions (Growth)	Few	(9%)
Temporary	Few	(1%)

RECRUITMENT METHODS

(Out of 18 firms, 18 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Many	(56%)
Employee Referrals	Many	(50%)
Newspaper Ads	Most	(67%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (810 to 1000)

<u>GENDER:</u> Male employees	154	(38%)
Female employees	249	(62%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Department stores, grocery stores, eating places, drinking places, hotels and motels, trailer parks and campsites, bowling centers, coin-operated amusement device services, amusement and recreation services, elementary and secondary schools.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

COMBINED FOOD PREPARATION and SERVING WORKERS, including FAST FOOD

SOC CODE: 353021

18 Firms Responding -- 403 Employees Represented

WAGES and BENEFITS (June-October 2003)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-8.13	\$6.75
New Hires, Experienced	\$6.75-11.00	\$7.75
Experienced, 3 Years w/Firm	\$6.75-14.43	\$10.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.16-9.00	\$8.61
New Hires, Experienced	\$7.80-10.97	\$9.68
Experienced, 3 Years w/Firm	\$9.47-13.20	\$11.84

(**Some** [22%] of responding employers employ union workers in this occupation. A **few** [11%] of responding employers report their employees in this occupation receive tips.)

TIME BASE/HOURS WORKED

Full Time, avg 38 hrs/wk	Some	(36%)
Part Time, avg 20 hrs/wk	Many	(50%)
Temporary/On Call, avg 10 hrs/wk	Few	(1%)
Seasonal, avg 34 hrs/wk	Few	(13%)

SHIFTS

(Out of 18 firms, 18 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Many	(56%)
Graveyard	Few	(6%)
Other Shifts	Few	(11%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	6%	0%	56%	25%	6%	0%
Dental	6%	0%	38%	25%	6%	0%
Vision	6%	0%	31%	25%	6%	0%
Life	6%	0%	13%	8%	0%	0%
Sick	44%	25%	0%	0%	0%	0%
Vacation	69%	33%	0%	0%	0%	0%
Retirement	13%	0%	19%	25%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

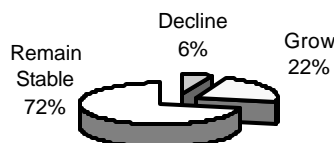
Few (17%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

23.5%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 18 firms, 18 firms responded)

Most (78%) of responding employers may promote employees to: Checker, variety, pharmacy, cook, head cook, kitchen manager, waiter, baker, deli cook, shift manager, assistant manager, manager, supervisor, floor manager, food service worker I, butcher, department manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 309. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Columbia College
Summerville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

COMPUTER SYSTEMS ANALYSTS

SOC CODE: 151051

10 Firms Responding -- 26 Employees Represented

DESCRIPTION OF OCCUPATION

Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. May supervise computer programmers.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Most	(60%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Many	(40%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	90%	0%	10%	0%
Other Occupational Experience Accepted	20%	70%		10%
Training in Lieu Of Experience Accepted	40%	60%		0%
Technical/Vocational Training Required	30%	30%	40%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Understanding of local area networks (LAN) and wide area networks (WAN), knowledge of algebra, microcomputer hardware and operating systems, and mainframe hardware and operating systems. Ability to write effectively, prepare flow charts, setup and maintain multi-user systems, use database software and use business applications software.

PHYSICAL: None listed.

PERSONAL or OTHER: Public contact skills. Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	10	Spreadsheet	10
Database	9	Desktop Publishing	6

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Some	(33%)
Promotions	Some	(33%)
New Positions (Growth)	Some	(33%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 10 firms, 10 answered this question.)

The four most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Many	(40%)
Employee Referrals	Many	(50%)
Newspaper Ads	Most	(60%)
Internet	Many	(40%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (110 to 140)

GENDER: Male employees 22 (85%)
Female employees 4 (15%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Process control instruments, telephone communications, except radiotelephone, real estate agents and managers, computer programming services, amusement and recreation services, general medical and surgical hospitals, elementary and secondary schools, job training and related services, testing laboratories, management consulting services, local government, general government, correctional institutions.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

COMPUTER SYSTEMS ANALYSTS

SOC CODE: 151051

10 Firms Responding -- 26 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$13.00-30.00	\$16.16
Experienced, 3 Years w/Firm	\$14.40-40.00	\$17.82

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$17.04-24.90	\$19.46
Experienced, 3 Years w/Firm	\$20.27-28.83	\$21.40

(**Many** [50%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost All	(92%)
Part Time, avg 10 hrs/wk	Few	(8%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 10 firms, 10 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(10%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	0%	0%	100%	100%	0%	0%
Dental	20%	0%	70%	100%	0%	0%
Vision	10%	0%	70%	100%	0%	0%
Life	40%	0%	30%	100%	0%	0%
Sick	70%	0%	20%	100%	0%	0%
Vacation	70%	0%	30%	100%	0%	0%
Retirement	50%	0%	30%	100%	0%	0%
Child Care	0%	0%	10%	0%	0%	0%

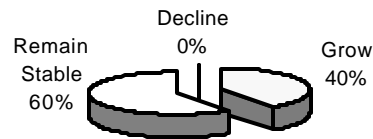
Most (60%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

27.3%, Much faster than average.

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 10 firms, 10 firms responded)

Many (40%) of responding employers may promote employees to: Information systems specialist II, system analyst I/II, senior systems analyst, database specialist.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 180; the California Occupational Guides, No. 541. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

ELECTRICIANS

SOC CODE: 472111

16 Firms Responding -- 55 Employees Represented

DESCRIPTION OF OCCUPATION

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, inter-com systems, or electrical control systems.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(31%)
High School Diploma or Equivalent	Most	(69%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	56%	6%	38%	0%
Other Occupational Experience Accepted	31%	63%		6%
Training in Lieu Of Experience Accepted	31%	63%		6%
Technical/Vocational Training Required	19%	44%	38%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication. Ability to read and follow instructions and write legibly.

TECHNICAL: Shop math skills, ability to read blueprints and install electrical equipment.

PHYSICAL: Possess good color perception. Ability to climb ladders, crawl under buildings, lift at least 50 lbs repeatedly and stand continuously 2 or more hours.

PERSONAL or OTHER: Possess mechanical aptitude and a willingness to work with close supervision. Ability to provide own hand tools and work independently.

License or certification:

All electrical workers who work with electrical devices of 100 watts or more (any/all voltages) must have State Electrical Certification by January 1, 2005.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	2	Spreadsheet	1
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 21 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Many	(52%)
Promotions	Few	(14%)
New Positions (Growth)	Some	(29%)
Temporary	Few	(5%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Many	(50%)
Employee Referrals	Many	(44%)
Newspaper Ads	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (160 to 210)

GENDER: Male employees 51 (93%)
Female employees 4 (7%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Dimension stone mines, single-family housing construction, electrical work contractors, signs and advertising specialties, real estate agents and managers, hotels and motels, civic and social associations, correctional institutions.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

ELECTRICIANS

SOC CODE: 472111

16 Firms Responding -- 55 Employees Represented

WAGES and BENEFITS (June-October 2003)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-15.00	\$10.00
New Hires, Experienced	\$7.00-24.88	\$15.00
Experienced, 3 Years w/Firm	\$12.00-26.18	\$20.00

(A **Few** [13%] of responding employers employ union workers in this occupation. A **Few** [13%] responding employers offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost All	(93%)
Part Time, avg 28 hrs/wk	Few	(4%)
Temporary/On Call, avg 20 hrs/wk	Few	(4%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Few	(6%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	20%	0%	53%	0%	0%	0%
Dental	7%	0%	20%	0%	0%	0%
Vision	13%	0%	7%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	20%	50%	0%	0%	0%	0%
Vacation	47%	50%	0%	0%	0%	0%
Retirement	7%	0%	33%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

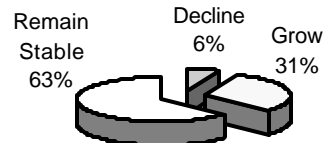
Few (19%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

31.3%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

Most (63%) of responding employers may promote employees to: Foreman, journeyman electrician, manager, project on-site manager, electrician II, supervisor of building trades, supervisor, senior technician, field supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 452; the California Occupational Guides, No. 121; and for licensing information contact the California Department of Industrial Relations, Division of Apprenticeship Standards. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

None listed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

EXECUTIVE SECRETARIES and ADMINISTRATIVE ASSISTANTS

SOC CODE: 436011

19 Firms Responding -- 36 Employees Represented

DESCRIPTION OF OCCUPATION

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(5%)
High School Diploma or Equivalent	Almost all	(84%)
Associate Degree (2 Year)	Few	(11%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	79%	11%	11%	0%
Other Occupational Experience Accepted	47%	42%		11%
Training in Lieu Of Experience Accepted	31%	58%		11%
Technical/Vocational Training Required	21%	53%	26%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Proofreading; telephone answering; alphabetic and numeric filing; and English grammar, spelling, and punctuation skills. Ability to use word processing software, write effectively, maintain appointment calendar, type at least 60 wpm and use spreadsheet software.

PHYSICAL: None listed.

PERSONAL or OTHER: Willingness to work with close supervision and ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	19	Spreadsheet	16
Database	14	Desktop Publishing	10

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 7 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Some	(29%)
Promotions	Many	(57%)
New Positions (Growth)	Few	(14%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 19 firms, 19 answered this question.)

The three most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Many	(47%)
Employee Referrals	Some	(32%)
Newspaper Ads	Almost all	(84%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (400 to 460)

<u>GENDER:</u> Male employees	0	(0%)
Female employees	36	(100%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Poultry slaughtering and processing; wine, brandy and brandy spirits; telephone communications; hotels and motels; amusement and recreation services; elementary and secondary schools; civic, social, and fraternal associations, general government, management consulting services, architectural services, residential care, commercial banks.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

EXECUTIVE SECRETARIES and ADMINISTRATIVE ASSISTANTS

SOC CODE: 436011

19 Firms Responding -- 36 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.50-15.61	\$11.50
New Hires, Experienced	\$9.00-18.63	\$12.00
Experienced, 3 Years w/Firm	\$11.00-24.45	\$15.00

(A **Few** [5%] of responding employers employ union workers in this occupation. A **few** [5%] offer a bonus in addition to wages.

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost all	(97%)
Part Time, avg 20 hrs/wk	Few	(3%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 19 firms, 19 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	5%	61%	0%	0%	0%
Dental	33%	5%	44%	0%	6%	0%
Vision	28%	5%	33%	0%	11%	0%
Life	39%	5%	17%	0%	6%	0%
Sick	89%	5%	0%	0%	0%	0%
Vacation	94%	5%	6%	0%	0%	0%
Retirement	17%	0%	22%	5%	11%	0%
Child Care	0%	0%	0%	0%	0%	0%

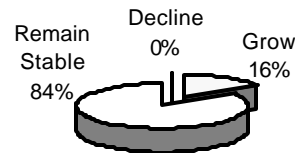
Many (47%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

15.0%, Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 19 firms, 19 firms responded)

Some (37%) of responding employers may promote employees to: Supervisor, executive assistant, executive administrative assistant, coordinator, administrative assistant, management analyst, office manager, CSR, accounts payable.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 422; the California Occupational Guides, No. 128. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Amador County ROP
Bret Harte High School ROP
Calaveras High School ROP
Columbia College
Sonora High School ROP
Summerville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

First Line SUPERVISORS/MANAGERS of OFFICE and ADMINISTRATIVE SUPPORT WORKERS

SOC CODE: 431011

17 Firms Responding -- 76 Employees Represented

DESCRIPTION OF OCCUPATION

Supervise and coordinate the activities of clerical and administrative support workers.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost all	(94%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Few	(6%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	59%	6%	35%	0%
Other Occupational Experience Accepted	53%	41%		6%
Training in Lieu Of Experience Accepted	53%	41%		6%
Technical/Vocational Training Required	12%	71%	18%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Problem solving, office management, supervisory, record keeping, proofreading, and report writing skills. Ability to use word processing software, plan and organize the work of others, write effectively, manage an activity or department, and hire and assign personnel.

PHYSICAL: None listed.

PERSONAL or OTHER: Customer service skills and a willingness to work with close supervision. Ability to work independently and pay attention to detail.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	15	Spreadsheet	11
Database	10	Desktop Publishing	7

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	None	(0%)
Promotions	Most	(67%)
New Positions (Growth)	Some	(33%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 17 firms, 17 answered this question.)

The three most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Almost all	(82%)
Employee Referrals	Many	(41%)
Newspaper Ads	Many	(53%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (510 to 560)

<u>GENDER:</u> Male employees	21	(28%)
Female employees	55	(72%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Forestry services; newspapers; ceramic wall & floor tile; industrial instruments; marking devices; telephone communications; water supply; refuse systems; national and state commercial banks; real estate agents and managers; hotels and motels; trailer parks and campsites; amusement and recreation services; offices and clinics of doctors of medicine, doctors of osteopathy, health practitioners, and dentists; skilled nursing care facilities; elementary and secondary schools; Federal, State and local government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

First-Line SUPERVISORS/MANAGERS of OFFICE and ADMINISTRATIVE SUPPORT WORKERS

SOC CODE: 431011

17 Firms Responding -- 76 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-14.14	\$10.33
New Hires, Experienced	\$10.00-17.31	\$13.50
Experienced, 3 Years w/Firm	\$12.00-25.00	\$15.59

(A **Few** (12%) of responding employers employ union workers in this occupation. A **few** [12%] offer a bonus in addition to wages)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Most	(99%)
Part Time, avg 28 hrs/wk	Few	(1%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 17 firms, 17 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost all	(94%)
Swing	Few	(12%)
Graveyard	None	(0%)
Other Shifts	Few	(6%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	19%	6%	75%	0%	0%	0%
Dental	19%	6%	38%	0%	13%	0%
Vision	6%	0%	19%	0%	6%	0%
Life	31%	0%	13%	0%	0%	0%
Sick	81%	0%	0%	0%	0%	0%
Vacation	94%	0%	0%	0%	0%	0%
Retirement	19%	6%	19%	0%	0%	0%
Child Care	6%	0%	0%	0%	0%	0%

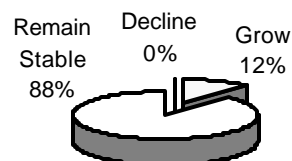
Many (41%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

9.8%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 17 firms, 17 firms responded)

Many (41%) of responding employers may promote employees to: Administrative assistant, payroll technician, personnel assistant, administrative secretary, executive secretary, manager, vice president, senior vice president, administrative support, supervisor II, district manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 417. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Amador County ROP
Bret Harte High School ROP
Calaveras High School ROP
Columbia College
Sonora High School ROP
Summerville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

First-Line SUPERVISORS/MANAGERS of RETAIL SALES WORKERS

SOC CODE: 411011

16 Firms Responding -- 67 Employees Represented

DESCRIPTION OF OCCUPATION

Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(6%)
High School Diploma or Equivalent	Almost all	(88%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	63%	6%	31%	0%
Other Occupational Experience Accepted	50%	38%		12%
Training in Lieu Of Experience Accepted	69%	25%		6%
Technical/Vocational Training Required	6%	88%	6%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Problem solving, business math, verbal presentation and record keeping skills. Ability to manage an activity or department, apply sales techniques and plan and organize the work of others.

PHYSICAL: None listed.

PERSONAL or OTHER: Public contact and customer service skills. Ability to work independently and under pressure.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	7	Spreadsheet	6
Database	4	Desktop Publishing	1

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Not difficult

TURNOVER

Responding employers reported a total of 9 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Some	(33%)
Promotions	Some	(22%)
New Positions (Growth)	Many	(44%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Many	(50%)
Employee Referrals	Many	(56%)
In House Promotion or Transfer	Many	(56%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (410 to 480)

<u>GENDER:</u> Male employees	35	(52%)
Female employees	32	(48%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Wines, brandy and brandy spirits; industrial supplies; lumber and other building material dealers; hardware stores; retail nurseries and garden stores; department stores; miscellaneous general merchandise stores; grocery stores; miscellaneous food stores; new and used car dealers; auto and home supply stores; gasoline service stations; automotive dealers, family clothing stores; shoe stores; furniture stores; video tape rental stores.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

First-Line SUPERVISORS/MANAGERS of RETAIL SALES WORKERS

SOC CODE: 411011

16 Firms Responding – 67 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.69-10.57	\$9.00
New Hires, Experienced	\$8.50-20.18	\$12.00
Experienced, 3 Years w/Firm	\$9.25-20.18	\$15.00

(A **few** [6%] of responding employers employ union workers in this occupation. A **few** [13%] offer a bonus in addition to wages.

TIME BASE/HOURS WORKED

Full Time, avg 41 hrs/wk	Almost all	(99%)
Part Time, avg 15 hrs/wk	Few	(1%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(19%)
Graveyard	Few	(6%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	25%	0%	63%	6%	6%	0%
Dental	19%	0%	44%	6%	6%	0%
Vision	13%	0%	38%	6%	6%	0%
Life	13%	0%	13%	6%	13%	0%
Sick	44%	0%	6%	6%	6%	0%
Vacation	94%	0%	6%	0%	0%	0%
Retirement	6%	0%	19%	6%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

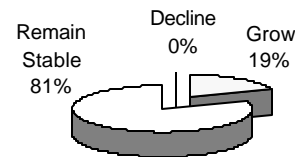
Most (69%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

17.1%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

Most (63%) of responding employers may promote employees to: Assistant manager, manager, department supervisor, supervisor, training supervisor, store manager, district manager, department head, sales manager, general manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 371. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159 :

Columbia College
Summerville High School ROP

GENERAL and OPERATIONS MANAGERS

SOC CODE: 111021

16 Firms Responding -- 44 Employees Represented

DESCRIPTION OF OCCUPATION

Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Many	(50%)
Associate Degree (2 Year)	Few	(19%)
Bachelor Degree (4 Year)	Some	(31%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	88%	0%	13%	0%
Other Occupational Experience Accepted	56%	44%		0%
Training in Lieu Of Experience Accepted	25%	75%		0%
Technical/Vocational Training Required	25%	75%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Business math skills, ability to manage an activity or department, ability to interpret data and to write effectively.

PHYSICAL: Ability to set work priorities.

PERSONAL or OTHER: Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	12	Spreadsheet	11
Database	8	Desktop Publishing	6

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced: Very difficult

Inexperienced: Not difficult

TURNOVER

Responding employers reported a total of 4 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Most	(75%)
Promotions	None	(0%)
New Positions (Growth)	Some	(25%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The three most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Many	(56%)
Employee Referrals	Many	(44%)
Newspaper Ads	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very large (540 to 640)

GENDER: Male employees 33 (75%)
Female employees 11 (25%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Sawmills and planing mills, valves and pipe fittings, transformers except electronic, radio and communications equipment, water supply, lumber and other building materials dealers, amusement and recreation, social services, general government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

GENERAL and OPERATIONS MANAGERS

SOC CODE: 111021

16 Firms Responding -- 44 Employees Represented

WAGES and BENEFITS (June-October 2003)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$10.00-54.33	\$20.19
Experienced, 3 Years w/Firm	\$10.09-57.69	\$25.00

(None [0%] of responding employers employ union workers in this occupation. **Few** [13%] offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 41 hrs/wk	All	(100%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	44%	0%	50%	0%	0%	0%
Dental	50%	0%	25%	0%	0%	0%
Vision	31%	0%	13%	0%	6%	0%
Life	44%	0%	19%	0%	0%	0%
Sick	75%	0%	6%	0%	0%	0%
Vacation	88%	0%	6%	0%	0%	0%
Retirement	31%	0%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	6%	0%

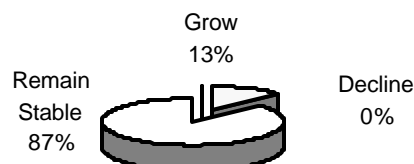
Many (56%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

18.5%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

Some (25%) of responding employers may promote employees to: corporate vice president, corporate operations officer, district manager GS-14, corporate office, regional office, executive director.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 86. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

HOME HEALTH AIDES

SOC CODE: 311011

15 Firms Responding -- 197 Employees Represented

DESCRIPTION OF OCCUPATION

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(33%)
High School Diploma or Equivalent	Most	(67%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	13%	33%	53%	0%
Other Occupational Experience Accepted	20%	47%		33%
Training in Lieu Of Experience Accepted	47%	20%		33%
Technical/Vocational Training Required	33%	47%	20%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Possession of a valid driver's license. Ability to apply transferring techniques moving patients, write effectively and prepare meals.

PHYSICAL: Ability to pass pre-employment medical exam.

PERSONAL or OTHER: Possession of a reliable vehicle and a willingness to work with close supervision. Ability to work independently.

License or certification:

Home Health Aide Certificate.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	2	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced: Moderately difficult

Inexperienced: Moderately difficult

TURNOVER

Responding employers reported a total of 109 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Most	(62%)
Promotions	Some	(20%)
New Positions (Growth)	Few	(16%)
Temporary	Few	(2%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(47%)
Newspaper Ads	Most	(73%)
Walk-In	Most	(73%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (110 to 130)

GENDER: Male employees 11 (6%)
Female employees 186 (94%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Rooming and boarding houses, skilled nursing care facilities, nursing and personal care facilities, home health care services, individual and family social services, job training and related services, residential care.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

HOME HEALTH AIDES

SOC CODE: 311011

15 Firms Responding -- 197 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.75-\$8.35	\$8.00
New Hires, Experienced	\$8.00-10.50	\$8.50
Experienced, 3 Years w/Firm	\$8.50-12.00	\$10.25

(A **Few** [7%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(77%)
Part Time, avg 26 hrs/wk	Few	(18%)
Temporary/On Call, avg 23 hrs/wk	Few	(5%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Almost All	(80%)
Graveyard	Almost All	(80%)
Other Shifts	Some	(20%)

BENEFITS

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	40%	8%	40%	8%	0%	0%
Dental	33%	8%	33%	17%	0%	0%
Vision	27%	8%	33%	17%	0%	0%
Life	33%	8%	7%	8%	7%	0%
Sick	67%	33%	7%	8%	0%	0%
Vacation	80%	33%	7%	8%	0%	0%
Retirement	20%	8%	7%	8%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

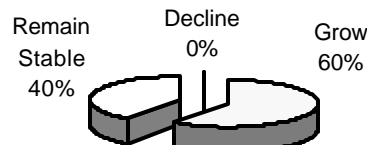
Some (27%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

18.2%, Faster than average.

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Most (67%) of responding employers may promote employees to: Supervisor, office services coordinator, medication supervisor, office secretary, LVN, senior home health aide, supply clerk, shift leader, program manager assistant I, II, III, and ARF administrator.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 317; the California Occupational Guides, No. 461; and the California Professional & Business License Handbook, Sixth Edition 1999, page 161. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Amador High School ROP
Beverly Health Care
Calaveras High School ROP
Sonora High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

NURSE PRACTITIONERS

SOC CODE: 292099009

13 Firms Responding -- 42 Employees Represented

DESCRIPTION OF OCCUPATION

Nurse Practitioners provide general medical care and treatment to patients in medical facility, such as clinic, health center, or public health agency, under the direction of a physician.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	Few	(15%)
Bachelor Degree (4 Year)	Some	(38%)
Graduate Study	Many	(46%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	38%	8%	54%	0%
Other Occupational Experience Accepted	31%	61%		8%
Training in Lieu Of Experience Accepted	31%	61%		8%
Technical/Vocational Training Required	46%	38%	15%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Record keeping and infection control skills; understanding of health insurance and of Health Dept. regulations; and knowledge of preventing, eradicating and controlling diseases. Ability to write effectively, record condition of patients, interview others for information and maintain progress notes and treatment summaries.

PHYSICAL: Possession of emotional stability, good vision and hearing. Ability to stand continuously for 2 or more hours.

PERSONAL or OTHER: Public contact skills, willingness to work overtime and irregular hours. Ability to relate to patients, work independently and under pressure.

License or certification:

Registered Nurse License and Nurse Practitioner Certificate.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 14 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Most	(71%)
Promotions	None	(0%)
New Positions (Growth)	Some	(29%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 13 firms, 13 answered this question.)

The three most successful recruitment methods used by responding employers are:

Word of Mouth	Some	(31%)
Internet	Some	(31%)
Newspaper Ads	Many	(54%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Not available

<u>GENDER:</u> Male employees	6	(14%)
Female employees	36	(86%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Offices and clinics of medical doctors, offices of osteopathic doctors, general medical and surgical hospitals, specialty outpatient facilities, correctional institutions.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.
MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties Summer/Fall 2003

NURSE PRACTITIONERS

SOC CODE: 292099009

13 Firms Responding -- 42 Employees Represented

WAGES and BENEFITS (June-October 2003)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$20.00-41.15	\$30.97
New Hires, Experienced	\$20.00-41.15	\$30.00
Experienced, 3 Years w/Firm	\$20.00-45.58	\$35.00

(**Some** [23%] of responding employers employ union workers in this occupation. A **few** [8%] offer retention pay bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(71%)
Part Time, avg 20 hrs/wk	Some	(24%)
Temporary/On Call, avg 8 hrs/wk	Few	(5%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 13 firms, 13 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(92%)
Swing	Few	(8%)
Graveyard	Few	(8%)
Other Shifts	Few	(8%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	0%	13%	100%	50%	0%	13%
Dental	14%	13%	57%	38%	14%	13%
Vision	14%	0%	57%	38%	0%	0%
Life	57%	50%	0%	0%	0%	13%
Sick	100%	63%	0%	0%	0%	13%
Vacation	100%	50%	0%	0%	0%	13%
Retirement	43%	25%	29%	13%	14%	13%
Child Care	0%	0%	0%	0%	0%	0%

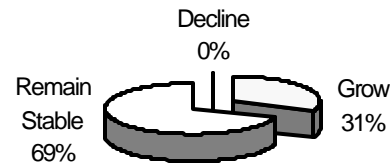
Some (23%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

(Growth rate not available), Remain stable

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 13 firms, 13 firms responded)

A **few** (8%) of responding employers may promote employees to: Supervisor RN II, III.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 268; the California Occupational Guides, No. 29; and the California Professional & Business license Handbook, Sixth Edition 1999, page 88. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

PACKERS and PACKAGERS, HAND

SOC CODE: 537064

14 Firms Responding -- 138 Employees Represented

DESCRIPTION OF OCCUPATION

Pack or package by hand a wide variety of products and materials.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Most	(71%)
High School Diploma or Equivalent	Some	(29%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	14%	79%	7%	0%
Other Occupational Experience Accepted	14%	7%		79%
Training in Lieu Of Experience Accepted	14%	7%		79%
Technical/Vocational Training Required	7%	93%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: None listed.

PHYSICAL: Good eye-hand coordination. Ability to lift at least 50 lbs. repeatedly and stand continuously 2 or more hours.

PERSONAL or OTHER: Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	1
Database	2	Desktop Publishing	1

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not difficult
Inexperienced:	Not difficult

TURNOVER

Responding employers reported a total of 103 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Some	(30%)
Promotions	Few	(9%)
New Positions (Growth)	Few	(10%)
Temporary	Many	(51%)

RECRUITMENT METHODS

(Out of 14 firms, 14 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk in	Many	(43%)
Employee Referrals	Most	(64%)
Newspaper Ads	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (310 to 350)

<u>GENDER:</u> Male employees	69	(50%)
Female employees	69	(50%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Poultry slaughtering and processing manufacturers, wines, brandy and brandy spirits producers, newspapers, ceramic wall and floor tile producers, industrial furnaces and oven manufacturers, radio and communications equipment manufacturers, electronic component manufacturers, process control instrument manufacturers, sporting and athletic goods manufacturers, marking device manufacturers, computer and peripheral software stores, groceries and related products stores, grocery stores, meat and fish markets, stationery stores.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

PACKERS and PACKAGERS, HAND

SOC CODE: 537064

14 Firms Responding -- 138 Employees Represented

WAGES and BENEFITS (June-October 2003)

(Hourly wages)

Wages (Non-Union and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-7.25	\$6.75
New Hires, Experienced	\$6.75-9.00	\$7.00
Experienced, 3 Years w/Firm	\$6.75-11.00	\$8.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.80-8.49	\$7.55
New Hires, Experienced	\$7.00-8.49	\$7.55
Experienced, 3 Years w/Firm	\$9.00-9.24	\$9.12

(**Some** [21%] of responding employers employ union workers in this occupation. A **few** [14%] offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Some	(39%)
Part Time, avg 22 hrs/wk	Many	(55%)
Temporary/On Call, avg 32 hrs/wk	Few	(6%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 14 firms, 14 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(86%)
Swing	Some	(29%)
Graveyard	None	(0%)
Other Shifts	Few	(14%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	43%	18%	29%	9%	14%	9%
Dental	14%	18%	43%	9%	14%	0%
Vision	0%	18%	29%	9%	14%	0%
Life	29%	0%	0%	0%	0%	0%
Sick	43%	27%	0%	0%	14%	0%
Vacation	71%	45%	0%	0%	0%	0%
Retirement	43%	18%	29%	9%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

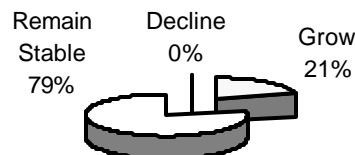
Some (29%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

12.9%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 14 firms, 14 firms responded)

Most (79%) of responding employers may promote employees to: Lead person, cashier, courtesy clerk, grocery clerk, customer service, management training, checker, night crew, stocker, assistant manager, food clerk, non-food clerk, general merchandise clerk, materials manager, purchasing agent, manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 568. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

None listed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

PHYSICIAN ASSISTANTS

SOC CODE: 291071

7 Firms Responding -- 17 Employees Represented

DESCRIPTION OF OCCUPATION

Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	Few	(14%)
Bachelor Degree (4 Year)	Many	(43%)
Graduate Study	Many	(43%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	14%	14%	17%	0%
Other Occupational Experience Accepted	29%	57%		14%
Training in Lieu Of Experience Accepted	14%	71%		14%
Technical/Vocational Training Required	43%	57%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Ability to administer medications, administer injections, record condition of patients, interview others for information, assist with examinations, maintain an appointment calendar and maintain progress notes and treatment summaries.

PHYSICAL: Possession of emotional stability, good hearing and vision. Ability to stand continuously 2 or more hours.

PERSONAL or OTHER: Willingness to work with close supervision. Ability to relate to patients, work independently and under pressure.

License or certification:

Physician Assistant License.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	1
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced: Very difficult
Inexperienced: Moderately difficult

TURNOVER

Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Some	(33%)
Promotions	None	(0%)
New Positions (Growth)	Some	(33%)
Temporary	Some	(33%)

RECRUITMENT METHODS

(Out of 7 firms, 7 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk in Applicants	Some	(29%)
Internet	Some	(29%)
Newspaper Ads	Many	(43%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Not available

<u>GENDER:</u> Male employees	9	(53%)
Female employees	8	(47%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Offices and clinics of medical doctors, general medical and surgical hospitals, specialty outpatient facilities.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

PHYSICIAN ASSISTANTS

SOC CODE: 291071

7 Firms Responding -- 17 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$21.63-41.15	\$30.03
New Hires, Experienced	\$24.03-41.15	\$30.46
Experienced, 3 Years w/Firm	\$27.87-48.68	\$35.90

(None [0%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 41 hrs/wk	Almost All	(82%)
Part Time, avg 12 hrs/wk	Few	(18%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 7 firms, 7 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	14%	0%	71%	50%	14%	0%
Dental	29%	0%	43%	50%	14%	0%
Vision	29%	0%	29%	50%	14%	0%
Life	57%	50%	0%	0%	0%	0%
Sick	100%	50%	0%	0%	0%	0%
Vacation	100%	50%	0%	0%	0%	0%
Retirement	43%	0%	14%	50%	0%	0%
Child Care	0%	0%	0%	0%	14%	0%

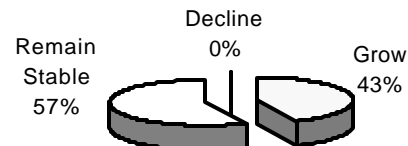
Some (29%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

25.0%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 7 firms, 7 firms responded)

A **few** (14%) of responding employers may promote employees to: Clinic manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 260; the California Occupational Guides, No.508; and the California Professional & Business License Handbook, Sixth Edition 1999, page 82. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

None listed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

POSTAL SERVICE CLERKS

SOC CODE: 435051 1 Firm Responding -- 42 Offices & 75 Employees Represented

DESCRIPTION OF OCCUPATION

Perform any combination of tasks in a post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags according to State, address, or other scheme; and examine mail for correct postage.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	All	(100%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	0%	100%	0%	0%
Other Occupational Experience Accepted	0%	0%		0%
Training in Lieu Of Experience Accepted	0%	0%		0%
Technical/Vocational Training Required	0%	100%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Cash handling, record keeping and alphabetic and numeric filing skills. Ability to use U.S. Postal Service.

PHYSICAL: Manual dexterity, ability to work rapidly and lift at least 70 lbs repeatedly.

PERSONAL or OTHER: Public contact skills and a willingness to work with close supervision. Ability to work independently and under pressure.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not applicable
Inexperienced:	Not difficult

TURNOVER

Responding employers reported a total of 0 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	None	(0%)
Promotions	None	(0%)
New Positions (Growth)	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 1 firm, 1 answered this question.)

The two most successful recruitment methods used by responding employers are:

Civil Service Test List	All	(100%)
Local Flyers	All	(100%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (75 to 110)

<u>GENDER:</u> Male employees	23	(31%)
Female employees	52	(69%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

United States Postal Service

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

POSTAL SERVICE CLERKS

SOC CODE: 435051 1 Firm Responding -- 45 Offices & 75 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union)

	Range	Median
New Hires, No Experience	15.68-15.68	\$15.68
New Hires, Experienced	15.68-15.68	\$15.68
Experienced, 3 Years w/Firm	17.13-17.13	\$17.13

(All [100%] responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Some	(35%)
Part Time, avg 20-40 hrs/wk	Most	(65%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 1 firm, 1 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	0%	0%	100%	0%	0%	0%
Dental	0%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	100%	0%	0%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	0%	0%	100%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

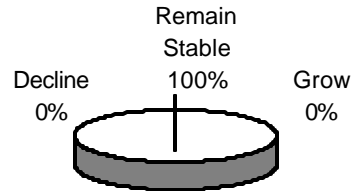
None (0%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

0.0%, Remain stable

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 1 firm, 1 firm responded)

All (100%) of responding employers may promote employees to: Supervisor, postmaster, officer in charge program.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 420; the California Occupational Guides, No. 449. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159

None listed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

POSTAL SERVICE MAIL CARRIERS

SOC CODE: 435052 1 Firm Responding -- 45 Offices & 75 Employees Represented*

DESCRIPTION OF OCCUPATION

Sort mail for delivery. Deliver mail on established route by vehicle or on foot.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	All	(100%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	0%	100%	0%	0%
Other Occupational Experience Accepted	0%	0%		0%
Training in Lieu Of Experience Accepted	0%	0%		0%
Technical/Vocational Training Required	0%	100%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Knowledge of local streets, possession of a valid driver's license and ability to implement safe work practices.

PHYSICAL: Good physical condition. Ability to lift at least 70 lbs repeatedly and work rapidly, pass pre-employment medical exam and drug screening.

PERSONAL or OTHER: Public contact skills, willingness to work with close supervision, possession of good DMV driving record and auto insurance. Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not applicable
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 0 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	None	(0%)
Promotions	None	(0%)
New Positions (Growth)	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 1 firm, 1 answered this question.)

The four most successful recruitment methods used by responding employers are:

Civil Service List	All	(100%)
Newspaper Ads	All	(100%)
Word of Mouth	All	(100%)
Job Connection/EDD	All	(100%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (210 to 230)

<u>GENDER:</u> Male employees	28	(37%)
Female employees	47	(63%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

United States Postal Service

*Eight Highway Contractors and their employees are not included.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

POSTAL SERVICE MAIL CARRIERS

SOC CODE: 435052 1 Firm Responding -- 45 Offices & 75 Employees Represented*

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$16.72-16.72	\$16.72
New Hires, Experienced	\$16.72-16.72	\$16.72
Experienced, 3 Years w/Firm	\$18.27-18.27	\$18.27

(None [0%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(67%)
Part Time, avg 20-40 hrs/wk	Some	(33%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 1 firm, 1 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	0%	0%	0%	0%	0%	0%
Dental	0%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	0%	0%	0%	0%	0%	0%
Vacation	0%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

None (0%) of responding employers offer a 401 K.

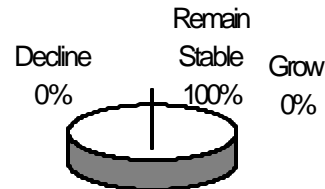
*Eight Highway Contractors and their workers are not included.

PROJECTIONS

Growth Rate, 2001-2008:

9.5%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 1 firm, 1 firm responded)

All (100%) of responding employers may promote employees to: Rural Carrier.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 420; the California Occupational Guides, No. 449. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

None listed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

RADIOLOGIC TECHNOLOGISTS and TECHNICIANS

SOC CODE: 292034

7 Firms Responding -- 39 Employees Represented

DESCRIPTION OF OCCUPATION

Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Most	(71%)
Associate Degree (2 Year)	Some	(29%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	86%	0%	14%	0%
Other Occupational Experience Accepted	0%	100%		0%
Training in Lieu Of Experience Accepted	29%	71%		0%
Technical/Vocational Training Required	100%	0%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: ARRT registration and knowledge of medical terminology and record keeping skills. Ability to use film developing equipment, follow safe equipment operating practices, apply transferring techniques moving patients and follow fluoroscopic imaging procedures.

PHYSICAL: Possession of State CRT Certificate. Ability to stand continuously 2 or more hours, take vital signs and write effectively.

PERSONAL or OTHER: Public contact skills and a willingness to work with close supervision. Ability to work independently and under pressure.

License or certification:

Radiologic Technologist Certificate

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	0
Database	2	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 5 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Most	(60%)
Promotions	None	(0%)
New Positions (Growth)	Some	(20%)
Temporary	Some	(20%)

RECRUITMENT METHODS

(Out of 7 firms, 7 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(57%)
Newspaper Ads	Almost All	(86%)
Private Employment Agencies	Some	(29%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Small (50 to 60)

GENDER: Male employees 15 (38%)
Female employees 24 (62%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Offices and clinics of medical doctors, medical laboratories, and general medical and surgical hospitals.

RADIOLOGIC TECHNOLOGISTS and TECHNICIANS

SOC CODE: 292034

7 Firms Responding -- 39 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Non-Union and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$15.00-21.00	\$18.27
Experienced, 3 Years w/Firm	\$20.00-24.31	\$20.50

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$16.82-22.30	\$20.00
Experienced, 3 Years w/Firm	\$22.00-25.38	\$23.20

(**Many** [43%] of responding employers employ union workers in this occupation. A **few** [14%] offer a shift differential.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(77%)
Part Time, avg 27 hrs/wk	Few	(15%)
Temporary/On Call, avg 17 hrs/wk	Few	(8%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 7 firms, 7 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Many	(43%)
Graveyard	Some	(29%)
Other Shifts	Many	(43%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	50%	75%	0%	0%
Dental	33%	0%	67%	50%	0%	0%
Vision	33%	0%	33%	50%	0%	0%
Life	67%	25%	0%	25%	0%	0%
Sick	100%	25%	0%	25%	0%	0%
Vacation	100%	25%	0%	25%	0%	0%
Retirement	67%	50%	17%	25%	17%	0%
Child Care	0%	0%	0%	0%	0%	0%

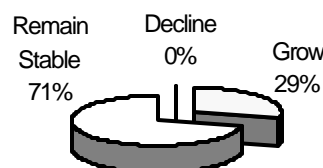
Some (29%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

20.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 7 firms, 7 firms responded)

Many (57%) of responding employers may promote employees to: CT, special technician, radiology technician II, ultrasound technician, nuclear medicine technician, management, MRI technician.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 296; California Occupational Guides, page 89; and the California Professional & Business License Handbook, Sixth Edition 1999, page 172. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159 :

None listed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

RESPIRATORY THERAPISTS

SOC CODE: 291126

5 Firms Responding -- 27 Employees Represented

DESCRIPTION OF OCCUPATION

Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Many	(40%)
Associate Degree (2 Year)	Most	(60%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	60%	0%	40%	0%
Other Occupational Experience Accepted	20%	80%		0%
Training in Lieu Of Experience Accepted	40%	60%		0%
Technical/Vocational Training Required	80%	0%	20%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication skills. Ability to speak English, write legibly, and read and follow written and oral instructions.

TECHNICAL: Possession of Respiratory Care Practitioner (RCP) license, Respiratory Care Practitioner permit, eligibility to become Registered Respiratory Therapist (RRT), certified as a Registered Respiratory Therapist (RRT), blood drawing skills. Ability to write effectively; record condition of patients; assist physician during bronchoscopy; and administer electro-cardiograph (EKG) test, electro-encephalograph (EEG) test and pulmonary function test (PFT).

PHYSICAL: Manual dexterity.

PERSONAL or OTHER: Possession of mechanical aptitude and willingness to work with close supervision. Ability to handle crisis situations, work independently and under pressure.

License or certification:

Respiratory Care Practitioner License.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	1
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 5 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Some	(20%)
Promotions	None	(0%)
New Positions (Growth)	Some	(20%)
Temporary	Most	(60%)

RECRUITMENT METHODS

(Out of 5 firms, 5 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-in Applicants	Many	(40%)
Employee Referrals	Most	(60%)
Newspaper Ads	Most	(60%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Small (40 to 50)

<u>GENDER:</u> Male employees	12	(44%)
Female employees	15	(56%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

General medical and surgical hospitals.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

RESPIRATORY THERAPISTS

SOC CODE: 291126

5 Firms Responding -- 27 Employees Represented

WAGES and BENEFITS (June-October 2003)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$13.00-17.53	\$15.27
New Hires, Experienced	\$12.46-20.00	\$17.88
Experienced, 3 Years w/Firm	\$13.09-23.00	\$19.00

(**Most** [60%] of responding employers employ union workers in this occupation. **Some** [20%] offer a shift differential or medical treatment.

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Many	(48%)
Part Time, avg 27hrs/wk	Some	(30%)
Temporary/On Call, avg 31 hrs/wk	Some	(22%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 5 firms, 5 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Almost All	(80%)
Graveyard	Almost All	(80%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	20%	0%	60%	100%	0%	0%
Dental	0%	0%	80%	100%	0%	0%
Vision	20%	0%	60%	100%	0%	0%
Life	80%	67%	0%	33%	0%	0%
Sick	100%	67%	0%	33%	0%	0%
Vacation	100%	67%	0%	33%	0%	0%
Retirement	40%	33%	20%	67%	20%	0%
Child Care	0%	0%	0%	0%	0%	0%

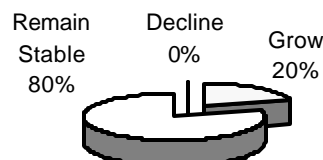
Many (40%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

25.0%, Much faster than average.

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 5 firms, 5 firms responded)

Some (20%) of responding employers may promote employees to: NBRC, RRT, CRT.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 270; the California Occupational Guides, No. 454; and the California Professional & Business License Handbook, Sixth Edition 1999, page 89. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

None listed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

SECRETARIES, except LEGAL, MEDICAL and EXECUTIVE

SOC CODE: 436014

16 Firms Responding -- 51 Employees Represented

DESCRIPTION OF OCCUPATION

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(13%)
High School Diploma or Equivalent	Almost All	(81%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	69%	0%	31%	0%
Other Occupational Experience Accepted	56%	44%		0%
Training in Lieu Of Experience Accepted	75%	25%		0%
Technical/Vocational Training Required	6%	56%	38%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Telephone answering and proofreading skills. Alphabetic and numeric filing and English grammar, spelling and punctuation skills. Ability to maintain appointment calendar, write effectively, use spreadsheet and word processing software.

PHYSICAL: None listed.

PERSONAL or OTHER: Willingness to work with close supervision. Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	16	Spreadsheet	12
Database	8	Desktop Publishing	5

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced: Moderately difficult
Inexperienced: Moderately difficult

TURNOVER

Responding employers reported a total of 15 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Most	(60%)
Promotions	Some	(20%)
New Positions (Growth)	Few	(7%)
Temporary	Few	(13%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Some	(31%)
Employee Referrals	Many	(44%)
Newspaper Ads	Most	(69%)
Walk-in	Some	(31%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (420 to 440)

GENDER: Male employees 3 (6%)
Female employees 48 (94%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Highway and street construction, sewerage systems, lumber and other building materials dealers, elementary and secondary schools, job training and related services, disinfecting and pest control services, amusement and recreation services, social service, forestry services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

SECRETARIES, except LEGAL, MEDICAL, and EXECUTIVE

SOC CODE: 436014

16 Firms Responding -- 51 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-12.37	\$9.65
New Hires, Experienced	\$7.00-12.37	\$10.00
Experienced, 3 Years w/Firm	\$9.00-13.57	\$11.70

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not available	
New Hires, Experienced	\$12.01-14.93	\$13.31
Experienced, 3 Years w/Firm	\$13.10-17.33	\$13.96

Some [25%] of responding employers employ union workers in this occupation. **Few** [6%] offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost All	(86%)
Part Time, avg 19 hrs/wk	Few	(10%)
Temporary/On Call, avg 10 hrs/wk	Few	(4%)
Seasonal, avg 0 hrs/wk	Few	(0%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	23%	0%	69%	0%	0%	0%
Dental	15%	0%	54%	0%	8%	0%
Vision	23%	0%	31%	0%	15%	0%
Life	0%	25%	31%	0%	15%	0%
Sick	54%	25%	15%	0%	8%	0%
Vacation	46%	25%	15%	0%	8%	0%
Retirement	23%	0%	46%	0%	0%	0%
Child Care	0%	0%	15%	0%	0%	0%

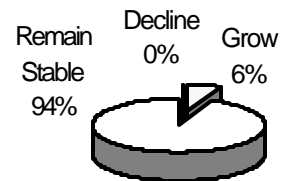
Some (25%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

4.8%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

Many (44%) of responding employers may promote employees to: Principal's secretary, assistant manager, general manager, higher level secretary, administrative assistant, management assistant, office manager, management service technician, accounting I.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 422; the California Occupational Guides, No. 128. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Amador County ROP
Bret Harte High School ROP
Calaveras High School ROP
Columbia College
Sonora High School ROP
Summerville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

SECURITY GUARDS

SOC CODE: 339032

12 Firms Responding -- 102 Employees Represented

DESCRIPTION OF OCCUPATION

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(17%)
High School Diploma or Equivalent	Almost All	(83%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	8%	17%	75%	0%
Other Occupational Experience Accepted	75%	8%		17%
Training in Lieu Of Experience Accepted	33%	50%		17%
Technical/Vocational Training Required	0%	75%	25%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Possession of a valid driver's license. Ability to follow security protection procedures

PHYSICAL: None listed.

PERSONAL or OTHER: Possession of a clean police record and public contact skills. Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	4	Spreadsheet	2
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced: Moderately difficult

Inexperienced: Moderately difficult

TURNOVER

Responding employers reported a total of 35 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Many	(49%)
Promotions	Few	(11%)
New Positions (Growth)	Few	(14%)
Temporary	Some	(26%)

RECRUITMENT METHODS

(Out of 12 firms, 12 answered this question.)

The four most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Some	(25%)
Employee Referrals	Many	(50%)
Newspaper Ads	Most	(67%)
Walk-In Applicants	Some	(25%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (250 to 290)

GENDER: Male employees 78 (76%)
Female employees 24 (24%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Wines, brandy and brandy spirits producers, department stores, hotels and motels, recreational vehicle parks and campsites, amusement and recreation services, elementary and secondary schools, civic, social, and fraternal associations, general government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Fall 2003

SECURITY GUARDS

SOC CODE: 339032

12 Firms Responding -- 102 Employees Represented

WAGES and BENEFITS (June-October 2003) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.50-12.96	\$9.00
New Hires, Experienced	\$8.50-12.96	\$9.63
Experienced, 3 Years w/Firm	\$9.00-13.00	\$12.00

(A **few** [17%] responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost All	(80%)
Part Time, avg 18 hrs/wk	Few	(13%)
Temporary/On Call, avg 10 hrs/wk	Few	(3%)
Seasonal, avg 40 hrs/wk	Few	(4%)

SHIFTS

(Out of 12 firms, 12 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Most	(67%)
Swing	Most	(75%)
Graveyard	Many	(42%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	11%	0%	67%	40%	11%	20%
Dental	11%	0%	67%	40%	11%	20%
Vision	11%	0%	44%	40%	11%	20%
Life	22%	0%	33%	20%	0%	0%
Sick	44%	0%	11%	20%	0%	0%
Vacation	56%	20%	22%	20%	0%	0%
Retirement	11%	0%	22%	20%	11%	0%
Child Care	0%	0%	0%	0%	0%	0%

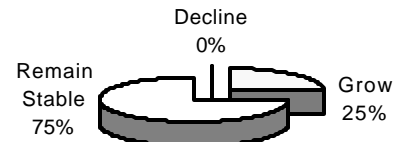
Many (42%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

16.0%, Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 12 firms, 12 firms responded)

Many (50%) of responding employers may promote employees to: Supervisor, lead officer, EMT, public safety supervisor, armed guard, maintenance, custodian, bus driver, food service, instructional aide, district loss prevention, regional loss prevention.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 350; the California Occupational Guides, No.75; and the California Professional & Business License Handbook, Sixth Edition 1999, page 93. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Summerville High School ROP

SHEET METAL WORKERS

SOC CODE: 472211

11 Firms Responding -- 39 Employees Represented

DESCRIPTION OF OCCUPATION

Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer operating soldering and welding equipment to join sheet metal parts inspecting, assembling, and smoothing seams and joints of burred surfaces.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(36%)
High School Diploma or Equivalent	Many	(55%)
Associate Degree (2 Year)	Few	(9%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	55%	0%	45%	0%
Other Occupational				
Experience Accepted	27%	73%		0%
Training in Lieu				
Of Experience Accepted	73%	27%		0%
Technical/Vocational				
Training Required	27%	27%	45%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication. Ability to read and follow instructions and write legibly.

TECHNICAL: Shop math and sheet metal working skills. Ability to use hand tools and read blueprints.

PHYSICAL: Good eye-hand coordination, manual dexterity and possession of agility and coordination. Ability to lift at least 50 lbs. repeatedly and stand continuously 2 or more hours.

PERSONAL or OTHER: Public contact skills, willingness to work with close supervision, possession of a reliable vehicle and a clean police record. Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 24 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Most	(75%)
Promotions	None	(0%)
New Positions (Growth)	Some	(25%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 11 firms, 11 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Most	(73%)
Employee Referrals	Most	(73%)
Newspaper Ads	Many	(45%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Small (50 to 70)

GENDER: Male employees 39 (100%)
Female employees 0 (0%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Plumbing, heating and air conditioning contractors, roofing, siding and sheet metal work contractors, sheet metal work fabricators, sign and advertising specialties manufacturers.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2003

SHEET METAL WORKERS

SOC CODE: 472211

11 Firms Responding -- 39 Employees Represented

WAGES and BENEFITS (June-August 2003)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-10.00	\$8.00
New Hires, Experienced	\$8.00-16.00	\$10.00
Experienced, 3 Years w/Firm	\$10.00-21.00	\$15.00

(None [0%] of responding employers employ union workers in this occupation. A few [18%] offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Almost All	(95%)
Part Time, avg 20 hrs/wk	Few	(5%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 11 firms, 11 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	18%	0%	45%	0%	0%	0%
Dental	0%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	9%	0%	0%	0%	0%	0%
Sick	9%	0%	0%	0%	0%	0%
Vacation	55%	0%	0%	0%	0%	0%
Retirement	9%	0%	18%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

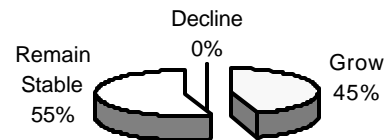
A few (9%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

40.0 %, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 11 firms, 11 firms responded)

Many (45%) of responding employers may promote employees to: Field foreman, lead installer, sheet metal lead, shop foreman, division manager, lead.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 470; the California Occupational Guides, No. 49. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Columbia College
Sonora High School ROP
Summersville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2003

SOCIAL and HUMAN SERVICE ASSISTANTS

SOC CODE: 211093

9 Firms Responding -- 72 Employees Represented

DESCRIPTION OF OCCUPATION

Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work, to provide client services, as well as support for families. May assist clients in identifying available benefits and social and community services and help clients obtain them. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or adult daycare.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Most	(78%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Few	(11%)
Graduate Study	Few	(11%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	44%	22%	33%	0%
Other Occupational Experience Accepted	56%	22%		22%
Training in Lieu Of Experience Accepted	44%	33%		22%
Technical/Vocational Training Required	11%	78%	11%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions, write legibly and think logically.

TECHNICAL: Possession of a valid driver's license, record keeping skills, and knowledge of protective services for children and adults. Ability to write effectively and interview others for information.

PHYSICAL: None listed.

PERSONAL or OTHER: Understanding of a variety of cultures, willingness to work with close supervision. Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	5	Spreadsheet	2
Database	3	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced: Very difficult
Inexperienced: Moderately difficult

TURNOVER

Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies:

Employees Leaving	Many	(50%)
Promotions	Some	(20%)
New Positions (Growth)	Some	(20%)
Temporary	Few	(10%)

RECRUITMENT METHODS

(Out of 9 firms, 9 answered this question.)

The three most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Some	(33%)
Internet	Many	(44%)
Newspaper Ads	Most	(67%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (80 to 100)

GENDER: Male employees 19 (26%)
Female employees 53 (74%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Individual and family services, job training and related services, residential care, social services, civic, social and fraternal associations, local government offices.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2003

SOCIAL and HUMAN SERVICE ASSISTANTS

SOC CODE: 211093

9 Firms Responding -- 72 Employees Represented

WAGES and BENEFITS (June-August 2003)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-10.91	\$9.00
New Hires, Experienced	\$8.00-12.06	\$10.38
Experienced, 3 Years w/Firm	\$9.50-19.98	\$12.00

(**Some** [22%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost All	(86%)
Part Time, avg 24 hrs/wk	Few	(14%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 9 firms, 9 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(11%)
Graveyard	None	(0%)
Other Shifts	Few	(11%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	50%	20%	0%	0%
Dental	50%	0%	38%	20%	13%	0%
Vision	25%	0%	38%	0%	0%	0%
Life	25%	20%	13%	0%	0%	0%
Sick	88%	60%	13%	0%	0%	0%
Vacation	88%	60%	13%	0%	0%	0%
Retirement	50%	20%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

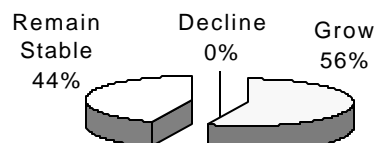
A **few** (11%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 2001-2008:

37.5%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 9 firms, 9 firms responded)

Most (78%) of responding employers may promote employees to: Manager, clinical lead, clinical supervisor, team leader, coordinator, supervisor, clerical, eligibility worker I, II, III.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 158. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 159:

Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2003

2002 Occupational Summaries

The twenty-two occupational summaries listed below appear in this section. Data for these occupations were collected the summer of 2002.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

2002 Occupations Surveyed

Billing, Cost, and Rate Clerks
Cashiers
Correction Officers and Jailers
Dental Assistants
Dental Hygienists
Emergency Medical Technicians -- I
Emergency Medical Technicians -- Paramedic
Firefighters
Gaming Dealers
General Office Clerks
Helpers, All Other Construction Trade Workers
Janitors and Cleaners -- Except Maids and Housekeeping Cleaners
Library Assistants and Bookmobile Drivers
Licensed Vocational Nurses
Maids and Housekeeping Cleaners
Maintenance Repairers -- General Utility
Medical Assistants
Preschool Teachers
Traffic, Shipping, and Receiving Clerks
Truck Drivers - Heavy or Tractor Trailer
Vocational and Educational Counselors
Vocational Education and Training Teachers and Instructors

BILLING, COST, AND RATE CLERKS

OES CODE: 553440

15 Firms Responding - 24 Employees Represented

DESCRIPTION OF OCCUPATION

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and book-keeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, does not include workers who calculate charges for passenger transportation.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(93%)
Associate Degree (2 Year)	Few	(7%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	80%	0%	20%	0%
Other Occupational Experience Accepted	53%	47%		0%
Training in Lieu Of Experience Accepted	47%	53%		0%
Technical/Vocational Training Required	7%	60%	33%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Bookkeeping, record keeping, data entry alphabetic, numeric, and telephone answering skills. Ability to write effectively, follow billing procedures, and operate 10-key adding machine by touch.

PHYSICAL: Ability to sit continuously for 2 or more hours.

PERSONAL or OTHER: Ability to work independently.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	14	Spreadsheet	8
Database	8	Desktop Publishing	1

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 9 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	None	(0%)
Employees Leaving	Most	(67%)
Promotions	Some	(22%)
Temporary	Few	(11%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(47%)
Newspaper Ads	Most	(73%)
In-House Promotion or Transfer	Many	(47%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: **Medium** (90 to 100)

GENDER: Female employees 96%
Male employees 4%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Water supply services; lumber and other building material suppliers; liquefied petroleum gas dealers; real estate agents and managers; offices and clinics of medical doctors; offices and clinics of dentists; offices of health practitioners; accounting, auditing and bookkeeping services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

BILLING, COST, AND RATE CLERKS

OES CODE: 553440

15 Firms Responding -- 24 Employees Represented

WAGES and BENEFITS (May-August 2002)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-10.00	\$8.50
New Hires, Experienced	\$7.50-13.27	\$9.62
Experienced, 3 Years w/Firm	\$9.00-16.41	\$13.00

(A **few** [7%] of responding employers employ union workers in this occupation. Some [25%] offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Many	(58%)
Part Time, avg 23 hrs/wk	Some	(38%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 40 hrs/wk	Few	(4%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(7%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	0%	40%	20%	0%	7%
Dental	13%	0%	27%	13%	0%	0%
Vision	13%	0%	7%	7%	0%	0%
Life	33%	0%	0%	0%	7%	13%
Sick	60%	13%	0%	0%	0%	0%
Vacation	73%	27%	0%	7%	0%	0%
Retirement	33%	7%	7%	0%	0%	0%
Child Care	0%	0%	7%	0%	13%	0%

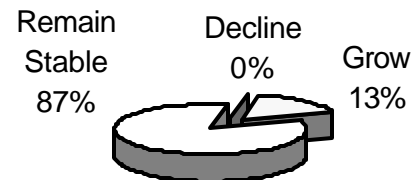
Few (13%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

11.1%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Many (47%) of responding employers may promote employees to: Accounts payable, accounting technician 2, accounting, administration, office manager, service center manager, coordinator

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 389. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>

Standard Occupational Classification Code: 43-3021

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Amador County ROP
Bret Harte High School ROP
Calaveras High School ROP
Columbia College
Computer Career Training
Mariposa County High School ROP
Sonora High School ROP
Summersville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

CASHIERS

OES CODE: 490230

20 Firms Responding – 515 Employees Represented

DESCRIPTION OF OCCUPATION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Many	(55%)
High School Diploma or Equivalent	Many	(45%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	5%	50%	45%	0%
Other Occupational Experience Accepted	35%	10%		55%
Training in Lieu Of Experience Accepted	30%	20%		50%
Technical/Vocational Training Required	0%	90%	10%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Cash handling skills. Ability to operate a cash register.

PHYSICAL: Ability to stand continuously for 2 or more hours.

PERSONAL OR OTHER: Ability to work independently and under pressure. Possess public contact skills and a willingness to work with close supervision.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	0
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 320 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(6%)
Employees Leaving	Many	(50%)
Promotions	Few	(16%)
Temporary	Some	(28%)

RECRUITMENT METHODS

(Out of 20 firms, 20 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(55%)
Newspaper Ads	Most	(65%)
Walk-In Applicants	Almost All	(90%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (1370 to 1690)

GENDER: Female employees	82%
Male employees	18%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Lumber and other building materials suppliers, department stores, miscellaneous general merchandise stores, grocery stores, gasoline service stations, drug stores and proprietary stores, amusement and recreation services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

CASHIERS

OES CODE: 490230

20 Firms Responding – 515 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-9.20	\$7.00
New Hires, Experienced	\$6.75-9.00	\$7.25
Experienced, 3 Years w/Firm	\$7.25-13.00	\$8.63

(A **few** [5%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Many	(49%)
Part Time, avg 27 hrs/wk	Some	(35%)
Temporary/On Call, avg 14 hrs/wk	Few	(1%)
Seasonal, avg 32 hrs/wk	Few	(15%)

SHIFTS

(Out of 20 firms, 20 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Many	(40%)
Graveyard	Few	(15%)
Other Shifts	Few	(10%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	25%	15%	50%	10%	0%	5%
Dental	20%	10%	45%	0%	0%	0%
Vision	20%	5%	40%	0%	0%	0%
Life	25%	5%	30%	15%	5%	0%
Sick	40%	5%	10%	5%	0%	0%
Vacation	75%	40%	5%	0%	0%	0%
Retirement	15%	15%	10%	5%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

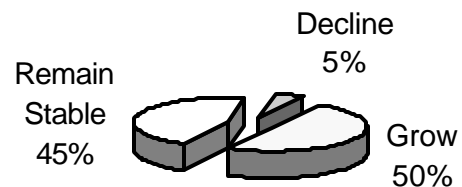
Many (45%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

23.4%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 20 firms, 20 firms responded)

Almost all (90%) of responding employers may promote employees to: Assistant manager, department lead, lead sales, supervisor, hourly manager, area manager, manager, shift supervisor, department manager, department head, office clerk, assistant leader, head clerk, scan coordinator, facilities supervisor, sales associates, CSM.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 353; and the California Occupational Guides, No. 31. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>

Standard Occupational Classification Codes:
41-2011 and 43-3041

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Columbia College
Summerville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

CORRECTION OFFICERS AND JAILERS

OES CODE: 630170

8 Firms Responding – 1230 Employees Represented

DESCRIPTION OF OCCUPATION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners, in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	13%	62%	25%	0%
Other Occupational Experience Accepted	25%	13%		62%
Training in Lieu Of Experience Accepted	13%	25%		62%
Technical/Vocational Training Required	25%	75%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Ability to write effectively, administer emergency first aid, and plan and organize the work of others. Possess supervisory skills and a Firearms Qualification Card.

PHYSICAL: Ability to pass a physical performance test and a pre-employment medical exam.

PERSONAL or OTHER: Ability to handle crisis situations; work independently and under pressure; understanding of a variety of cultures and a willingness to work with close supervision.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	5	Spreadsheet	1
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 101 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	None	(0%)
Employees Leaving	Many	(54%)
Promotions	Few	(18%)
Temporary	Some	(28%)

RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Some	(38%)
Newspaper Ads	Many	(50%)
In-House Promotion or Transfer	Some	(38%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (1100 to 1390)

<u>GENDER:</u> Female employees	8%
Male employees	82%

WHERE THE JOBS ARE (in survey area)

Major employing industries:
State and local government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.
MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties Summer 2002

CORRECTION OFFICERS AND JAILERS

OES CODE: 630170

8 Firms Responding – 1230 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$12.92-14.05	\$13.11
New Hires, Experienced	\$12.92-17.85	\$15.43
Experienced, 3 Years w/Firm	\$15.39-28.95	\$21.20

(All [100%] of responding employers employ union workers in this occupation. Some [37%] offer a uniform allowance and/or shift differential.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost All	(93%)
Part Time, avg 20 hrs/wk	Few	(.002%)
Temporary/On Call, avg 39 hrs/wk	Few	(7%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 8 firms, 8 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	All	(100%)
Graveyard	All	(100%)
Other Shifts	Few	(13%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	13%	0%	88%	0%	0%	0%
Dental	13%	0%	88%	0%	0%	0%
Vision	38%	0%	63%	0%	0%	0%
Life	38%	0%	13%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	50%	0%	38%	0%	13%	13%
Child Care	0%	0%	13%	0%	0%	0%

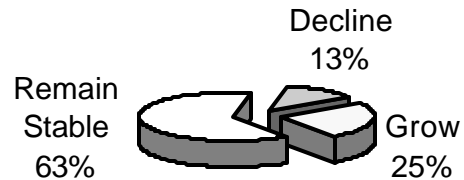
Some (37%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

26.4%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 8 firms, 8 firms responded)

All (100%) of responding employers may promote employees to: Senior CO; jail corporal; jail sergeant; sergeant; lieutenant; counselor; parole agent; senior youth correctional counselor; youth correctional counselor; correctional sergeant; correctional counselor I; youth authority sergeant.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 339; and the California Occupational Guides, No. 220. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 33-3012

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Calaveras High School ROP
Summersville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

DENTAL ASSISTANTS

OES CODE: 660020

18 Firms Responding – 58 Employees Represented

DESCRIPTION OF OCCUPATION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(6%)
High School Diploma or Equivalent	Almost All	(88%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	50%	11%	39%	0%
Other Occupational Experience Accepted	33%	50%		17%
Training in Lieu Of Experience Accepted	44%	44%		12%
Technical/Vocational Training Required	39%	6%	56%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to write legibly and read and follow written or oral instructions.

TECHNICAL: Record keeping and telephone answering skills. Ability to write effectively and perform/ assist with dental procedures. Possession of Registered Dental Assistant and Radiation Safety Certificates. Knowledge of dental materials and an understanding of coronal polishing.

PHYSICAL: None listed.

PERSONAL or OTHER: Good grooming skills. Ability to work independently and a willingness to work with close supervision.

License or certification:

Almost All (94%) responding employers require Dental Assistant School Certificate (Registered Dental Assistant [RDA])

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	2	Spreadsheet	0
Database	2	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 21 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Some	(33%)
Employees Leaving	Many	(48%)
Promotions	Few	(10%)
Temporary	Few	(10%)

RECRUITMENT METHODS

(Out of 18 firms, 18 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(56%)
Newspaper Ads	Almost All	(83%)
Walk-In Applicants	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (120 to 150)

GENDER: Female employees	98%
Male employees	2%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Offices and clinics of dentists.

DENTAL ASSISTANTS

OES CODE: 660020

18 Firms Responding – 58 Employees Represented

WAGES and BENEFITS (May-August 2002)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-8.50	\$7.50
New Hires, Experienced	\$8.00-12.00	\$10.00
Experienced, 3 Years w/Firm	\$11.00-15.00	\$13.00

(None [0%] of responding employers employ union workers in this occupation. A **Few** [17%] responding employers state they pay a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 35 hrs/wk	Many	(55%)
Part Time, avg 25 hrs/wk	Many	(45%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 18 firms, 18 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	22%	6%	22%	17%	0%	0%
Dental	33%	28%	28%	17%	0%	0%
Vision	11%	0%	6%	0%	0%	0%
Life	6%	0%	0%	0%	0%	0%
Sick	56%	22%	0%	0%	0%	0%
Vacation	83%	28%	0%	0%	0%	0%
Retirement	28%	6%	6%	0%	6%	0%
Child Care	0%	0%	6%	6%	0%	0%

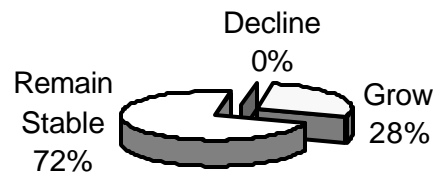
Some (28%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

25.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 18 firms, 18 firms responded)

Some (22%) of responding employers may promote employees to: registered Dental Assistant, supervisor, office manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 312; the California Occupational Guides, No. 27; and the California Professional & Business License handbook, Sixth Edition 1999, page 61. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 31-9091

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

DENTAL HYGIENISTS

OES CODE: 329080

16 Firms Responding – 41 Employees Represented

DESCRIPTION OF OCCUPATION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	Most	(69%)
Bachelor Degree (4 Year)	Some	(25%)
Graduate Study	Few	(6%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	50%	25%	25%	0%
Other Occupational Experience Accepted	0%	75%		25%
Training in Lieu Of Experience Accepted	12%	63%		25%
Technical/Vocational Training Required	81%	19%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Record keeping and supervisory skills. Ability to write effectively and perform/assist with dental procedures. Possess a Radiation Safety Certificate, knowledge of anesthesiology and understanding of a good diet and nutrition.

PHYSICAL: None listed.

PERSONAL OR OTHER: Public contact skills. Ability to work independently and a willingness to work with close supervision.

License or certification:

Almost all (81%) responding employers require a Registered Dental Hygienist (RDA) License.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 11 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Many	(45%)
Employees Leaving	Many	(55%)
Promotions	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The four most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(44%)
Newspaper Ads	Most	(63%)
Walk-In Applicants	Some	(31%)
Word of Mouth	Some	(31%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: MEDIUM (80 to 100)

GENDER: Female employees 100%
Male employees 0%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Offices and clinics of dentists.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.
MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties Summer 2002

DENTAL HYGIENISTS

OES CODE: 329080

16 Firms Responding – 41 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$20.00-43.75	\$35.00
New Hires, Experienced	\$25.00-43.75	\$33.88
Experienced, 3 Years w/Firm	\$30.00-50.00	\$37.75

(**None** [0%] of responding employers employ union workers in this occupation. **One** responding employer offers a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 35 hrs/wk	Few	(7%)
Part Time, avg 21 hrs/wk	Almost All	(93%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	6%	13%	0%	19%	0%	6%
Dental	13%	25%	0%	38%	0%	0%
Vision	0%	6%	0%	13%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	13%	25%	0%	6%	0%	0%
Vacation	19%	31%	0%	13%	0%	0%
Retirement	13%	13%	6%	13%	0%	6%
Child Care	0%	0%	0%	0%	0%	0%

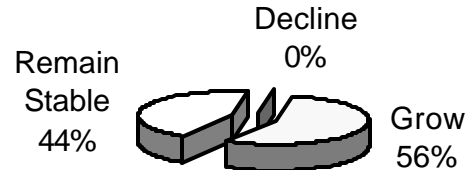
Few (18%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

25.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

None (0%) of responding employers promote employees.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 281; the California Occupational Guides, No. 155; and the California Professional & Business License Handbook, Sixth Edition 1999, page 61. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 29-2021

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

EMERGENCY MEDICAL TECHNICIANS-I

OES CODE: 325081

6 Firms Responding – 52 Employees Represented

DESCRIPTION OF OCCUPATION

Emergency Medical Technicians-I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Does not include Firefighters trained as Emergency Medical Technicians-I.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	17%	33%	50%	0%
Other Occupational Experience Accepted	50%	17%		33%
Training in Lieu Of Experience Accepted	17%	50%		33%
Technical/Vocational Training Required	83%	17%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Ambulance or emergency vehicle driving skills. Ability to operate automatic and semi-automatic defibrillators; take charge and handle major emergencies; accurately record and report information; test, check and maintain emergency medical equipment; recognize ventricular fibrillation and cardiac stand still; monitor and maintain IV lines.

PHYSICAL: Ability to lift and move patients and perform strenuous, physically demanding work. Possess good vision, color perception, and physical condition.

PERSONAL or OTHER: Ability to work independently, under pressure, as part of a team and assess emergency situations and set priorities quickly.

License or certification:

Most (66%) responding employers require EMT Certification.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	0
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Some	(22%)
Employees Leaving	Many	(48%)
Promotions	Few	(4%)
Temporary	Some	(26%)

RECRUITMENT METHODS

(Out of 6 firms, 6 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Almost All	(83%)
Newspaper Ads	Most	(67%)
Walk-In Applicants	Most	(67%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (110 to 130)

GENDER: Female employees	46%
Male employees	54%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Local passenger transportation, general medical & surgical hospitals, state government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

EMERGENCY MEDICAL TECHNICIANS-I

OES CODE: 325081

6 Firms Responding – 52 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.76-15.43	\$7.00
New Hires, Experienced	\$7.00-8.40	\$8.01
Experienced, 3 Years w/Firm	\$8.00-9.30	\$8.58

(**Some** [33%] of responding employers employ union workers in this occupation. One responding employer provides a uniform allowance.)

TIME BASE/HOURS WORKED

Full Time, avg 53 hrs/wk	Many	(58%)
Part Time, avg 25 hrs/wk	Many	(42%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 6 firms, 6 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Many	(50%)
Swing	Many	(50%)
Graveyard	Many	(50%)
Other Shifts	Most	(67%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	33%	33%	0%	0%
Dental	33%	0%	33%	17%	0%	0%
Vision	33%	0%	33%	17%	0%	0%
Life	17%	0%	33%	17%	0%	0%
Sick	67%	17%	0%	0%	0%	0%
Vacation	67%	17%	0%	0%	0%	0%
Retirement	17%	17%	17%	17%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

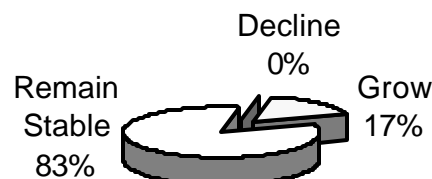
Many (50%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

18.2%, Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 6 firms, 6 firms responded)

Most (67%) of responding employers may promote employees to: Paramedic, supervisor, quality assurance officer, senior medical technical assistant.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 284; the California Occupational Guides, No. 550; and the California Professional & Business License Handbook, Sixth Edition 1999, page 102. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code:29-2041

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Argonaut High School ROP
Bret Harte High School ROP
Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

EMERGENCY MEDICAL TECHNICIANS- PARAMEDIC

OES CODE: 325083

4 Firms Responding – 44 Employees Represented

DESCRIPTION OF OCCUPATION

Emergency Medical Technicians, Paramedic are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Firefighters trained as Paramedics.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	50%	25%	25%	0%
Other Occupational Experience Accepted	25%	50%		25%
Training in Lieu Of Experience Accepted	0%	75%		25%
Technical/Vocational Training Required	100%	0%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Ambulance or emergency vehicle driving skills. Ability to perform needle thoracotomy; accurately record and report information; take charge and handle major emergencies; test, check and maintain emergency medical equipment; perform ventilation by use of esophageal airway; perform endotracheal intubation; perform synchronized cardioversion; and perform pediatric intubation.

PHYSICAL: Ability to lift and move patients and perform strenuous, physically demanding work. Possess good vision, color perception, and physical condition.

PERSONAL or OTHER: Ability to work independently, under pressure, as part of a team and assess emergency situations and set priorities quickly.

License or certification:

Most (75%) responding employers require EMT Paramedic License.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	2	Spreadsheet	2
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 15 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Most	(60%)
Employees Leaving	Few	(13%)
Promotions	Few	(7%)
Temporary	Some	(20%)

RECRUITMENT METHODS

(Out of 4 firms, 4 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	All	(100%)
Newspaper Ads	Many	(50%)
Walk-In Applicants	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (110 to 130)

GENDER: Female employees 39%
Male employees 61%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Local passenger transportation.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

EMERGENCY MEDICAL TECHNICIANS- PARAMEDIC

OES CODE: 325083

4 Firms Responding – 44 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	Insufficient data	
New Hires, Experienced	\$8.00-11.00	\$9.58
Experienced, 3 Years w/Firm	\$9.00-13.00	\$11.25

(Many [50%] of responding employers employ union workers in this occupation. Many [50%] responding employer provide a uniform allowance and/or pay for continued education in this field.)

TIME BASE/HOURS WORKED

Full Time, avg 65 hrs/wk	Many	(45%)
Part Time, avg 21 hrs/wk	Many	(55%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 4 firms, 4 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	None	(0%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	All	(100%)

BENEFITS

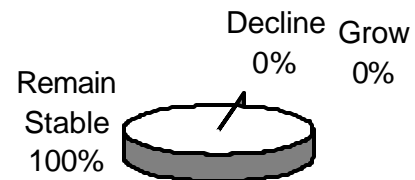
	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	50%	0%	50%	25%	0%	0%
Dental	50%	0%	25%	0%	0%	0%
Vision	50%	0%	25%	0%	0%	0%
Life	25%	0%	25%	0%	0%	0%
Sick	75%	0%	0%	0%	0%	0%
Vacation	75%	0%	0%	0%	0%	0%
Retirement	25%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

Some (25%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:
18.2%, Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 4 firms, 4 firms responded)

Most (75%) of responding employers may promote employees to: Supervising paramedic, supervisor, quality assurance officer, training officer, lead paramedic.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 284; the California Occupational Guides, No. 550; and the California Professional & Business License Handbook, Sixth Edition 1999, page 102. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 29-2041

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Argonaut High School ROP
Bret Harte High School ROP
Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

FIREFIGHTERS

OES CODE: 630080

10 Firms Responding – 304 Employees Represented

DESCRIPTION OF OCCUPATION

Firefighters control and extinguish fires, protect life and property and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(10%)
High School Diploma or Equivalent	Almost All	(90%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	70%	10%	20%	0%
Other Occupational Experience Accepted	20%	70%		10%
Training in Lieu Of Experience Accepted	80%	10%		10%
Technical/Vocational Training Required	50%	20%	30%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Possess EMT Certificate and valid firefighter Class B driver's license. Knowledge of medical terminology and local streets. Ability to write effectively, administer emergency first aid, take vital signs and apply principles of hazardous/toxic waste disposal.

PHYSICAL: Possess agility, coordination, good vision and good hearing. Ability to climb to high places and pass a physical performance test and pre-employment medical exam.

PERSONAL or OTHER: Possess clean police record, public contact skills and a willingness to work with close supervision. Ability to work independently.

License or certification:

Most (60%) responding employers require EMT and/or Firefighter I certification.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	1
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 135 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(4%)
Employees Leaving	Few	(7%)
Promotions	Few	(8%)
Temporary	Almost All	(80%)

RECRUITMENT METHODS

(Out of 10 firms, 10 answered this question.)

The three most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Many	(50%)
Newspaper Ads	Many	(40%)
Walk-In Applicants	Many	(40%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: *Very Large* (300 to 310)

<u>GENDER:</u>	Female employees	9%
	Male employees	91%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

State and local government; fire protection; land, mineral, and wildlife conservation.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

FIREFIGHTERS

OES CODE: 630080

10 Firms Responding – 304 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.75-12.70	\$8.66
New Hires, Experienced	\$6.75-14.00	\$9.35
Experienced, 3 Years w/Firm	\$7.37-17.00	\$12.55

Wages (Union)

	Range	Median
New Hires, No Experience	\$8.66-8.66	\$8.66
New Hires, Experienced	\$8.66-14.00	\$9.24
Experienced, 3 Years w/Firm	\$10.35-14.85	\$10.53

(**Some** [30%] of responding employers employ union workers in this occupation. A **Few** [10%] responding employers provide a uniform allowance.)

TIME BASE/HOURS WORKED

Full Time, avg 68 hrs/wk	Many	(55%)
Part Time, avg 30 hrs/wk	Few	(2%)
Temporary/On Call, avg 10 hrs/wk	Few	(8%)
Seasonal, avg 70 hrs/wk	Some	(35%)

SHIFTS

(Out of 10 firms, 10 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Most	(60%)
Swing	Some	(20%)
Graveyard	Some	(20%)
Other Shifts	Almost All	(80%)

(**Most** [60] responding employers report employees in this occupation work 24 hour shifts of 3-4 days on/off duty.)

BENEFITS

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%	0%	56%	25%	0%	0%
Dental	33%	0%	44%	0%	11%	0%
Vision	33%	0%	44%	0%	11%	0%
Life	67%	0%	0%	0%	0%	0%
Sick	89%	0%	11%	0%	0%	0%
Vacation	89%	0%	11%	0%	0%	0%
Retirement	33%	11%	22%	0%	11%	0%
Child Care	0%	0%	0%	0%	0%	0%

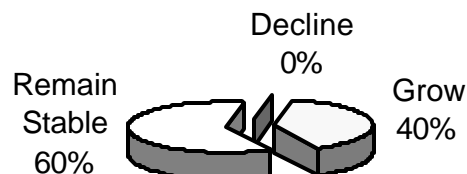
A **Few** (10%) responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

3.3%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 10 firms, 10 firms responded)

Almost all (80%) of responding employers may promote employees to: Fire engineer II, fire engineer, fire apparatus engineer, fire captain, engineer, captain, fire chief, lieutenant, assistant fire chief.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 341; and the California Occupational Guides, No. 241. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 33-2011

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Bret Harte High School ROP
Columbia College
Mariposa Adult School
Mariposa High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

GAMING DEALERS

SOC CODE: 39-3011

2 Firms Responding – 210 Employees Represented

DESCRIPTION OF OCCUPATION

Gaming Dealers operate table games such as craps, black-jack and roulette. Standing or sitting behind the table, dealers provide dice, dispense cards to players, or operate other gaming equipment. Some dealers also monitor the patrons for infractions of casino rules. Dealers determine winners, calculate and pay winning bets, and collect losing bets.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	0%	0%	100%	0%
Other Occupational				
Experience Accepted	0%	100%		0%
Training in Lieu				
Of Experience Accepted	50%	50%		0%
Technical/Vocational				
Training Required	50%	0%	50%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Cash handling skills. Ability to quickly/accurately compare objects. Possess knowledge of table games.

PHYSICAL: Ability to stand continuously for 1 or more hours. Possess manual dexterity.

PERSONAL OR OTHER: Public contact skills. Ability to work independently, under pressure, and concentrate without being distracted. Possess a willingness to work with close supervision.

License or certification:

No license or certification required.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	1
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 119 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	(57%)
Employees Leaving	(13%)
Promotions	(10%)
Temporary	(20%)

RECRUITMENT METHODS

(Out of 2 firms, 2 answered this question.)

The most successful recruitment methods used by responding employers are:

Newspaper Ads	(100%)
In-House Promotion or Transfer	(50%)
EDD	(50%)
Walk-In Applicants	(50%)
Employee Referrals	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: LARGE (200 to 220)

<u>GENDER:</u>	Female employees	51%
	Male employees	49%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Amusement and recreation services

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

GAMING DEALERS

SOC CODE: 39-3011

2 Firms Responding – 210 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.25-10.75	Insufficient data
New Hires, Experienced	\$7.79-10.75	Insufficient data
Experienced, 3 Years w/Firm	\$8.33-10.75	Insufficient data

(None [0%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	(85%)
Part Time, avg 18 hrs/wk	(6%)
Temporary/On Call, avg 16 hrs/wk	(9%)
Seasonal, avg 0 hrs/wk	(0%)

SHIFTS

(Out of 2 firms, 2 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	(100%)
Swing	(100%)
Graveyard	(100%)
Other Shifts	(50%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	0%	0%	100%	0%	0%	0%
Dental	0%	0%	100%	0%	0%	0%
Vision	0%	0%	100%	0%	0%	0%
Life	0%	0%	100%	0%	0%	0%
Sick	50%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	50%	0%	0%	0%

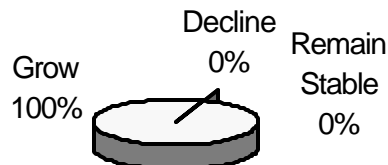
All (100%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

Information not available

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 2 firms, 2 firms responded)

All (100%) of responding employers promote employees to: Supervisor, management, cage supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 333. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 39-3011

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

GENERAL OFFICE CLERKS

OES CODE: 553470

18 Firms Responding – 82 Employees Represented

DESCRIPTION OF OCCUPATION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation and filing. Does not include workers whose duties are narrowly defined.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(6%)
High School Diploma or Equivalent	Almost All	(88%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	44%	6%	50%	0%
Other Occupational Experience Accepted	72%	22%		6%
Training in Lieu Of Experience Accepted	66%	28%		6%
Technical/Vocational Training Required	0%	83%	17%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Telephone answering, record keeping, alphabetic and numeric filing, English grammar, spelling and punctuation skills. Ability to write effectively, type at least 45 wpm and operate 10-key adding machine by touch.

PHYSICAL: None listed.

PERSONAL OR OTHER: Public contact skills. Ability to work independently; perform routine, repetitive work; and a willingness to work with close supervision.

License or certification:

No license or certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	14	Spreadsheet	9
Database	9	Desktop Publishing	2

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(13%)
Employees Leaving	Some	(39%)
Promotions	None	(0%)
Temporary	Many	(48%)

RECRUITMENT METHODS

(Out of 18 firms, 18 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(50%)
Newspaper Ads	Most	(72%)
In-House Promotion or Transfer	Many	(56%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: VERY LARGE (780 to 930)

<u>GENDER:</u>	Female employees	94%
	Male employees	6%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Lumber and other building material suppliers; department stores; grocery stores; new and used car dealers; insurance agents, brokers and services; hotels and motels; amusement and recreation services; skilled nursing care facilities; elementary and secondary schools; job training and related services; civic and social associations; air, water and solid waste management; government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

GENERAL OFFICE CLERKS

OES CODE: 553470

18 Firms Responding – 82 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, Union and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-10.15	\$7.88
New Hires, Experienced	\$7.15-12.84	\$9.50
Experienced, 3 Years w/Firm	\$8.00-15.99	\$11.50

(None [0%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Most	(79%)
Part Time, avg 21 hrs/wk	Few	(11%)
Temporary/On Call, avg 30 hrs/wk	Few	(2%)
Seasonal, avg 40 hrs/wk	Few	(7%)

SHIFTS

(Out of 18 firms, 18 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(6%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	35%	12%	59%	6%	0%	0%
Dental	35%	6%	47%	6%	12%	0%
Vision	35%	6%	35%	6%	0%	0%
Life	35%	12%	24%	0%	0%	0%
Sick	76%	6%	12%	6%	0%	0%
Vacation	88%	12%	6%	0%	0%	0%
Retirement	35%	0%	18%	12%	6%	0%
Child Care	0%	0%	6%	6%	0%	0%

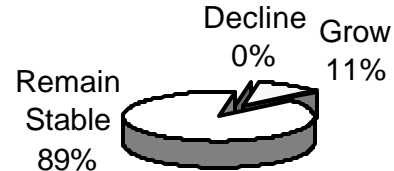
Most (61%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

19.2%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 18 firms, 18 firms responded)

Most (72%) of responding employers promote employees to: Manager, accounting, secretary, department leader, human resources, department manager, account clerk, financial clerk, administrative assistant, fiscal assistant, resource specialist I & II, insurance sales, customer service representative, reservations, reservations manager, front desk manager, controller.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 419; and the California Occupational Guides, No. 295. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 43-9061

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Amador High School ROP
Bret Harte High School ROP
Calaveras High School ROP
Columbia College
Computer Career Training
Mariposa High School Adult Education
Mariposa High School ROP
Sonora High School ROP
Summersville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

HELPERS – ALL OTHER CONSTRUCTION TRADE WORKERS

OES CODE: 983190999

8 Firms Responding – 20 Employees Represented

DESCRIPTION OF OCCUPATION

All Other Construction Trade Workers' Helpers assist workers in the construction trades, such as brick masons, carpenters, electricians, painters, plumbers, and surveyors. They perform duties of lesser skills such as furnishing tools, materials, and supplies to other workers, cleaning work areas, machines, and tools, and holding materials or tools for other workers. Does not include apprentice workers.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(37%)
High School Diploma or Equivalent	Most	(63%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	0%	13%	88%	0%
Other Occupational Experience Accepted	75%	12%		13%
Training in Lieu Of Experience Accepted	25%	62%		13%
Technical/Vocational Training Required	0%	88%	13%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Basic construction skills. Ability to use hand tools, implement safe work practices, and use and read a tape measure. Possess a valid driver's license.

PHYSICAL: Ability to tolerate noise and dust; climb to high places; work from ladders and scaffolds; perform strenuous, physically demanding work; lift at least 100 lbs. repeatedly; use hands, arms, and fingers; climb ladders; crawl under buildings; stand for prolonged periods; work in awkward positions; work outdoors in all weather conditions. Possess agility and coordination, manual dexterity, good physical condition, and good eye-hand coordination.

PERSONAL or OTHER: Ability to work independently and as part of a team. Possess a willingness to work with close supervision.

License or certification:

No license or certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 39 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(10%)
Employees Leaving	Most	(67%)
Promotions	Few	(5%)
Temporary	Few	(18%)

RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Some	(38%)
Word of Mouth	Many	(50%)
Walk-In Applicants	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: MEDIUM (70 to 90)

<u>GENDER:</u> Female employees	15%
Male employees	85%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Residential construction; masonry; general contractors; masonry and other stonework; plumbing, heating, air conditioning; special trade contractors; electrical contractors; painting and paper hanging; plastering, drywall, and insulation, carpentry work; roofing, siding, and sheetmetal work; concrete work.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

HELPERS – ALL OTHER CONSTRUCTION TRADE WORKERS

OES CODE: 983190999

8 Firms Responding – 20 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, Union and Union Undetermined)

	Range	Median
New Hires, No Experience	\$8.00-10.00	\$8.00
New Hires, Experienced	\$9.00-10.00	\$10.00
Experienced, 3 Years w/Firm	\$11.00-16.00	\$14.00

(A **Few** [13%] responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Many	(50%)
Part Time, avg 23 hrs/wk	Few	(15%)
Temporary/On Call, avg 5 hrs/wk	Few	(5%)
Seasonal, avg 30 hrs/wk	Some	(30%)

SHIFTS

(Out of 8 firms, 8 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	14%	0%	43%	0%	0%	0%
Dental	0%	0%	14%	0%	14%	0%
Vision	0%	0%	14%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	29%	0%	0%	0%	0%	0%
Vacation	57%	0%	0%	0%	0%	0%
Retirement	0%	0%	14%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

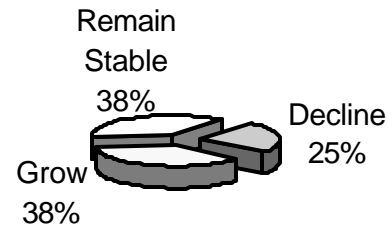
None (0%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

28.6%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 8 firms, 8 firms responded)

Almost All (88%) of responding employers promote employees to: Apprentice, journeyman, installer, foreman, service technician, carpenter.

For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 47-3019

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

JANITORS AND CLEANERS – except MAIDS AND HOUSEKEEPING CLEANERS

OES CODE: 670050

18 Firms Responding – 177 Employees Represented

DESCRIPTION OF OCCUPATION

Janitors and Cleaners-except Maids and Housekeeping Cleaners keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(28%)
High School Diploma or Equivalent	Most	(72%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience				
Required	6%	39%	56%	0%
Other Occupational				
Experience Accepted	39%	22%		39%
Training in Lieu				
Of Experience Accepted	56%	6%		39%
Technical/Vocational				
Training Required	0%	78%	22%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Window washing skills. Ability to shampoo carpets and operate floor polishing equipment. Possess a valid driver's license and understand cleaning compounds and solutions.

PHYSICAL: None listed.

PERSONAL OR OTHER: Ability to work independently. Possess reliable vehicle and a willingness to work with close supervision.

License or certification:

No license or certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 49 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(10%)
Employees Leaving	Almost All	(80%)
Promotions	Few	(4%)
Temporary	Few	(6%)

RECRUITMENT METHODS

(Out of 18 firms, 18 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(61%)
Newspaper Ads	Most	(72%)
In-House Promotion or Transfer	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: VERY LARGE (550 to 630)

<u>GENDER:</u>	Female employees	36%
	Male employees	64%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Grocery stores, eating places, building maintenance services, amusement and recreation services, elementary and secondary schools, government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

JANITORS AND CLEANERS – except MAIDS AND HOUSEKEEPING CLEANERS

OES CODE: 670050

18 Firms Responding – 177 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-9.00	\$8.00
New Hires, Experienced	\$6.75-9.00	\$8.00
Experienced, 3 Years w/Firm	\$6.75-12.00	\$10.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.27-11.19	\$10.24
New Hires, Experienced	\$8.27-11.85	\$10.25
Experienced, 3 Years w/Firm	\$10.22-13.75	\$12.56

(**Some** [39%] responding employers employ union workers in this occupation. A **few** [11%] responding employers state they pay a bonus in addition to wages and a **few** [6%] responding employers report their employees in this occupation receive tips.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost All	(82%)
Part Time, avg 18 hrs/wk	Few	(18%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 18 firms, 18 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Most	(72%)
Swing	Many	(56%)
Graveyard	Some	(39%)
Other Shifts	Few	(6%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	22%	17%	39%	17%	0%	0%
Dental	22%	11%	28%	17%	0%	0%
Vision	22%	11%	28%	17%	0%	0%
Life	11%	6%	17%	6%	0%	0%
Sick	50%	17%	0%	17%	0%	0%
Vacation	56%	28%	0%	11%	0%	0%
Retirement	11%	6%	11%	11%	0%	0%
Child Care	0%	0%	0%	0%	6%	0%

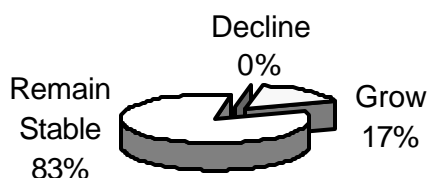
A **few** (17%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

14.5%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 18 firms, 18 firms responded)

Many (56%) of responding employers promote employees to: Table games supervisor, apprentice clerk, prep cook, facility servers, level II & III supervisors, cashier, night crew, supervisor, manager, custodial, maintenance, maintenance worker.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 300; and the California Occupational Guides, No. 88. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 37-2011

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

LIBRARY ASSISTANTS and BOOKMOBILE DRIVERS

OES CODE: 539020

12 Firms Responding – 82 Employees Represented

DESCRIPTION OF OCCUPATION

Library Assistants and Bookmobile Drivers compile records; sort and shelve books; issue and receive library materials, such as pictures, cards, slides, phonograph records, and microfilm; and handle tape decks. They also locate library materials for loan and replace materials in shelving areas (stacks) or files according to their identification number and title, and register patrons to permit them to borrow books, periodicals, and other library materials. Bookmobile Drivers operate a bookmobile or light truck that pulls a book trailer to specific locations on a predetermined schedule and assist with providing services in mobile library.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(83%)
Associate Degree (2 Year)	Few	(8%)
Bachelor Degree (4 Year)	Few	(8%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	17%	17%	67%	0%
Other Occupational Experience Accepted	58%	25%		17%
Training in Lieu Of Experience Accepted	75%	8%		17%
Technical/Vocational Training Required	8%	75%	17%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Record keeping skills. Ability to use reference materials (e.g. hand books), operate audiovisual equipment, use information retrieval systems, write effectively, classify publications using Dewey Decimal and Library of Congress Systems.

PHYSICAL: None listed.

PERSONAL OR OTHER: Public contact skills. Ability to work independently. Possess a good DMV driving record and a willingness to work with close supervision.

License or certification:

No license or certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	10	Spreadsheet	6
Database	5	Desktop Publishing	3

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Not difficult

TURNOVER

Responding employers reported a total of 20 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Some	(20%)
Employees Leaving	Few	(10%)
Promotions	Few	(5%)
Temporary	Most	(65%)

RECRUITMENT METHODS

(Out of 12 firms, 12 answered this question.)

The four most successful recruitment methods used by responding employers are:

In-House Promotions or Transfers	Many	(58%)
Newspaper Ads	Almost All	(83%)
Walk-In Applicants	Some	(25%)
Internet	Some	(25%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: MEDIUM (60 to 70)

GENDER: Female employees 98%
Male employees 2%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary and secondary schools, state and local government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

LIBRARY ASSISTANTS and BOOKMOBILE DRIVERS

OES CODE: 539020

12 Firms Responding – 82 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, Union and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.20-12.50	\$9.76
New Hires, Experienced	\$8.17-12.88	\$10.06
Experienced, 3 Years w/Firm	\$9.43-14.91	\$11.08

(Almost all [92%] responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Some	(22%)
Part Time, avg 20 hrs/wk	Many	(49%)
Temporary/On Call, avg 10 hrs/wk	Some	(29%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 12 firms, 12 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(8%)
Graveyard	None	(0%)
Other Shifts	Few	(17%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	8%	0%	50%	50%	0%	0%
Dental	8%	0%	50%	50%	0%	0%
Vision	8%	0%	50%	50%	0%	0%
Life	17%	0%	8%	25%	8%	0%
Sick	50%	8%	8%	42%	0%	0%
Vacation	50%	8%	8%	42%	0%	0%
Retirement	17%	0%	42%	25%	0%	0%
Child Care	0%	0%	0%	8%	8%	8%

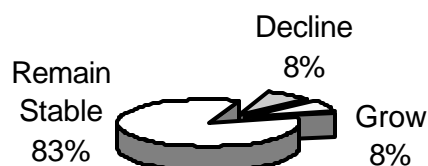
A few (17%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

16.7%, Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 12 firms, 12 firms responded)

Many (42%) of responding employers promote employees to: Library assistant II, III; library tech; senior library assistant; librarian; library media technician II, III.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 190 and 404; and the California Occupational Guides, No. 417. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 25-4031

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

LICENSED VOCATIONAL NURSES

OES CODE: 325050

15 Firms Responding – 94 Employees Represented

DESCRIPTION OF OCCUPATION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Many	(47%)
Associate Degree (2 Year)	Many	(47%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	Few	(6%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	40%	13%	47%	0%
Other Occupational Experience Accepted	33%	54%		13%
Training in Lieu Of Experience Accepted	40%	47%		13%
Technical/Vocational Training Required	93%	0%	7%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Record keeping, blood drawing, and inhalation therapy skills. Ability to detect complications in patients, write effectively, follow laboratory procedures, take vital signs, administer injections, provide personal services to patients and apply transferring techniques moving patients. Knowledge of medical terminology and an understanding of asepsis.

PHYSICAL: None listed.

PERSONAL or OTHER: Ability to work independently, handle crisis situations and possess a willingness to work with close supervision.

License or certification:

LVN license.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	0
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 14 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Most	(64%)
Employees Leaving	Some	(36%)
Promotions	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(53%)
Newspaper Ads	Almost All	(80%)
Walk-In Applicants	Many	(40%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: LARGE (180 to 200)

<u>GENDER:</u> Female employees	93%
Male employees	7%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Offices & clinics of medical doctors, offices of health practitioners, skilled nursing care facilities, general medical & surgical hospitals, home health care services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

LICENSED VOCATIONAL NURSES

OES CODE: 325050

15 Firms Responding – 94 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$10.00-18.00	\$14.17
New Hires, Experienced	\$10.00-18.50	\$13.29
Experienced, 3 Years w/Firm	\$12.00-21.10	\$15.25

Wages (Union)

	Range	Median
New Hires, No Experience	Information not available	
New Hires, Experienced	\$12.18-16.13	\$13.00
Experienced, 3 Years w/Firm	\$13.39-17.63	\$13.80

(Some [20%] responding employers employ union workers in this occupation. **Some** [20%] responding employers offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 38 hrs/wk	Most	(68%)
Part Time, avg 21 hrs/wk	Some	(20%)
Temporary/On Call, avg 12 hrs/wk	Few	(12%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Many	(53%)
Graveyard	Many	(47%)
Other Shifts	None	(0%)

BENEFITS

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	60%	13%	33%	20%	0%	0%
Dental	53%	13%	27%	20%	0%	0%
Vision	33%	13%	33%	13%	7%	0%
Life	40%	13%	13%	7%	7%	0%
Sick	87%	33%	7%	0%	0%	0%
Vacation	87%	33%	7%	0%	0%	0%
Retirement	40%	20%	7%	13%	13%	7%
Child Care	0%	0%	13%	7%	7%	7%

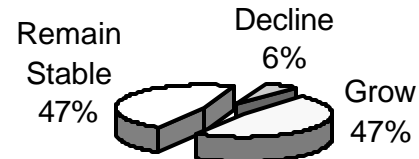
Many (40%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

11.1%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Most (60%) of responding employers promote employees to: LVN II, RN, DSD (Educator), LVN-charge nurse, director of staff development, MDS coordinator, office nurse, supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 287; the California Occupational Guides, No. 313; and the California Professional & Business License Handbook, 1999, page 96. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 29-2061

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; A lot=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

MAIDS and HOUSEKEEPING CLEANERS

OES CODE: 670020

20 Firms Responding - 242 Employees Represented

DESCRIPTION OF OCCUPATION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Almost All	(90%)
High School Diploma or Equivalent	Few	(10%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	0%	10%	90%	0%
Other Occupational Experience Accepted	75%	15%		10%
Training in Lieu Of Experience Accepted	80%	10%		10%
Technical/Vocational Training Required	0%	95%	5%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Oral communication skills. Ability to read and follow instructions, follow oral instructions and write legibly.

TECHNICAL: Ability to operate commercial vacuum cleaners and commercial laundry machines. Possess an understanding of cleaning compounds and solutions.

PHYSICAL: Ability to stand for prolonged periods.

PERSONAL or OTHER: Ability to work independently. Possess a reliable vehicle and a willingness to work with close supervision.

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	2	Spreadsheet	1
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not Difficult
Inexperienced:	Moderately Difficult

TURNOVER

Responding employers reported a total of 181 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(3%)
Employees Leaving	Some	(39%)
Promotions	Few	(8%)
Temporary	Many	(51%)

RECRUITMENT METHODS

(Out of 20 firms, 20 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(70%)
Newspaper Ads	Almost All	(80%)
Walk-In Applicants	Almost All	(80%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: VERY LARGE (740 to 860)

<u>GENDER:</u>	Female employees	(69%)
	Male employees	(31%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Hotels and motels, amusement and recreation services, nursing and personal care services, residential care services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

MAIDS and HOUSEKEEPING CLEANERS

OES CODE: 670020

20 Firms Responding - 242 Employees Represented

WAGES and BENEFITS (June/August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.75-8.00	\$6.75
New Hires, Experienced	\$6.75-8.50	\$7.10
Experienced, 3 Years w/Firm	\$7.00-9.00	\$8.00

(None [0%] of the responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 37 hrs/wk	Some	(37%)
Part Time, avg 22 hrs/wk	Some	(27%)
Temporary/On Call, avg 19 hrs/wk	Few	(4%)
Seasonal, avg 37 hrs/wk	Some	(32%)

SHIFTS

(Out of 20 firms, 20 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(10%)
Graveyard	Few	(5%)
Other Shifts	Few	(10%)

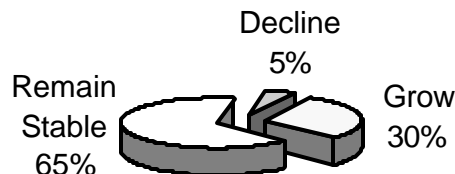
BENEFITS

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	11%	0%	21%	5%	0%	0%
Dental	0%	0%	16%	0%	5%	0%
Vision	0%	0%	11%	0%	5%	0%
Life	11%	0%	0%	0%	0%	0%
Sick	21%	0%	0%	0%	0%	0%
Vacation	37%	11%	5%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child Care	5%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1999-2006:
16.2%, Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 20 firms, 20 firms responded)

Almost All (80%) of responding employers may promote employees to:

Head housekeeper, front desk clerk, supervisor, quality assurance, manager, cashier, front office, night audit, desk staff, housekeeping supervisor, executive housekeeper, desk clerk, customer service representative, cook, collections, facilities manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 300, and the California Occupational Guides, No 551. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 37-2012

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

MAINTENANCE REPAIRERS – GENERAL UTILITY

OES CODE: 851320

23 Firms Responding – 75 Employees Represented

DESCRIPTION OF OCCUPATION

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(13%)
High School Diploma or Equivalent	Almost All	(87%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	70%	9%	22%	0%
Other Occupational Experience Accepted	44%	43%		13%
Training in Lieu Of Experience Accepted	52%	39%		9%
Technical/Vocational Training Required	0%	57%	43%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Record keeping, carpentry, painting, plumbing and electrical repair skills. Ability to do cement work, operate power hand tools, and repair and install heating/airconditioning systems.

PHYSICAL: Ability to lift at least 50 lbs. repeatedly.

PERSONAL or OTHER: Ability to work independently, and possess a willingness to work with close supervision.

License or certification:

No license or certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	2	Spreadsheet	1
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Not difficult

TURNOVER

Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	None	(0%)
Employees Leaving	Most	(65%)
Promotions	Few	(9%)
Temporary	Some	(26%)

RECRUITMENT METHODS

(Out of 23 firms, 23 answered this question.)

The four most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(52%)
Newspaper Ads	Almost All	(87%)
Walk-In Applicants	Many	(48%)
In-House Promotion or Transfer	Many	(48%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: VERY LARGE (510 to 570)

GENDER:	Female employees	3%
	Male employees	97%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Sawmills and planing mills, hotels and motels, public golf courses, membership sports and recreation clubs, amusement and recreation services, skilled nursing care facilities, residential care services, local government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

MAINTENANCE REPAIRERS – GENERAL UTILITY

OES CODE: 851320

23 Firms Responding – 75 Employees Represented

WAGES and BENEFITS (May-August 2002)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-11.00	\$9.31
New Hires, Experienced	\$7.50-12.50	\$9.50
Experienced, 3 Years w/Firm	\$8.00-18.00	\$11.75

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.85-12.42	\$11.24
New Hires, Experienced	\$12.46-19.01	\$12.50
Experienced, 3 Years w/Firm	\$12.49-19.01	\$13.71

(**Some** [22%] responding employers employ union workers in this occupation. A **few** [4%] responding employers offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Almost All	(86%)
Part Time, avg 22 hrs/wk	Few	(8%)
Temporary/On Call, avg 15 hrs/wk	Few	(1%)
Seasonal, avg 25 hrs/wk	Few	(5%)

SHIFTS

(Out of 23 firms, 23 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(30%)
Graveyard	Few	(9%)
Other Shifts	Few	(13%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	35%	4%	30%	9%	0%	0%
Dental	30%	4%	26%	4%	0%	4%
Vision	22%	4%	26%	4%	0%	4%
Life	26%	0%	9%	0%	0%	0%
Sick	43%	4%	0%	0%	0%	0%
Vacation	70%	13%	9%	0%	0%	0%
Retirement	4%	0%	4%	0%	0%	0%
Child Care	4%	0%	4%	0%	0%	0%

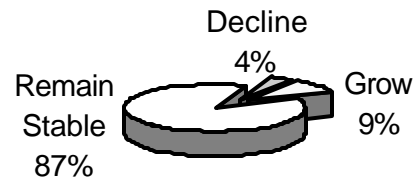
Some (26%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

11.8%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 23 firms, 23 firms responded)

Some (35%) of responding employers promote employees to: Director of maintenance/safety, operations, transportation; supervisor; manager; building maintenance II, III; maintenance supervisor; counselor; district supervisor; millwright supervisor; housekeeping supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 506; and the California Occupational Guides, No. 560. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 49-9042

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

MEDICAL ASSISTANTS

OES CODE: 660050

16 Firms Responding – 43 Employees Represented

DESCRIPTION OF OCCUPATION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	25%	31%	44%	0%
Other Occupational Experience Accepted	19%	50%		31%
Training in Lieu Of Experience Accepted	44%	25%		31%
Technical/Vocational Training Required	31%	31%	38%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Telephone answering skills. Ability to apply sterilization techniques, administer injections, administer an electro-cardiograph (EKG) test, complete and explain medical insurance forms, and write effectively. Possess a Medical Assistant Certificate, knowledge of medical terminology, and an understanding of inventory techniques.

PHYSICAL: None listed.

PERSONAL or OTHER: Ability to work independently, and handle crisis situations.

License or certification:

No license or certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	4	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Some	(33%)
Employees Leaving	Most	(67%)
Promotions	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(44%)
Newspaper Ads	Most	(69%)
Word of Mouth	Some	(38%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: MEDIUM (60 to 90)

<u>GENDER:</u>	Female employees	100%
	Male employees	0%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Offices and clinics of medical doctors, chiropractors, optometrists; offices of osteopathic physicians and health practitioners.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

MEDICAL ASSISTANTS

OES CODE: 660050

16 Firms Responding – 43 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-11.00	\$8.00
New Hires, Experienced	\$7.00-12.00	\$9.00
Experienced, 3 Years w/Firm	\$8.00-13.00	\$10.50

(None [0%] of responding employers employ union workers in this occupation. A few [13%] responding employers offer a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 38 hrs/wk	Many	(53%)
Part Time, avg 25 hrs/wk	Many	(47%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	13%	6%	25%	13%	0%	6%
Dental	6%	0%	19%	6%	0%	0%
Vision	0%	0%	0%	6%	0%	0%
Life	0%	0%	0%	0%	0%	13%
Sick	44%	19%	0%	0%	0%	0%
Vacation	56%	19%	0%	0%	0%	0%
Retirement	31%	13%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

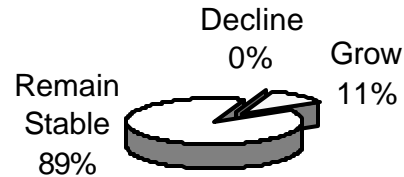
Some (25%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

50.0%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

Some (35%) of responding employers promote employees to: Office manager, insurance biller, back office supervisor, optical services manager, manager of contacts.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 314; the California Occupational Guides, No. 513; and the California Professional & Business License Handbook, Sixth Edition 1999, page 72. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 31-9092

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Columbia College
Tuolumne ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

PRESCHOOL TEACHERS

OES CODE: 313030

16 Firms Responding – 117 Employees Represented

DESCRIPTION OF OCCUPATION

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(81%)
Associate Degree (2 Year)	Few	(13%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	Few	(6%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	75%	0%	25%	0%
Other Occupational Experience Accepted	13%	88%		0%
Training in Lieu Of Experience Accepted	56%	44%		0%
Technical/Vocational Training Required	56%	38%	6%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Supervisory, musical, oral reading, problem-solving, and classroom management skills. Ability to administer emergency first aid, apply principles of recreation and write effectively.

PHYSICAL: None listed.

PERSONAL or OTHER: Ability to work under pressure, exercise patience and work independently. Possess clean police record, an understanding of a variety of cultures and a willingness to work with close supervision.

License or certification:

No license or certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	4	Spreadsheet	0
Database	2	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 35 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Some	(20%)
Employees Leaving	Many	(51%)
Promotions	Few	(17%)
Temporary	Few	(11%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The four most successful recruitment methods used by responding employers are:

Employee Referrals	Some	(38%)
Newspaper Ads	Most	(75%)
In-House Promotion or Transfer	Some	(31%)
Walk-In Applicants	Some	(31%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: MEDIUM (80 to 110)

GENDER: Female employees	99%
Male employees	1%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

General medical & surgical hospitals, elementary and secondary schools, individual and family services, child day care services, social services, religious organizations.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

PRESCHOOL TEACHERS

OES CODE: 313030

16 Firms Responding – 117 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-10.73	\$7.25
New Hires, Experienced	\$6.75-18.36	\$8.25
Experienced, 3 Years w/Firm	\$8.00-18.36	\$10.50

(A **few** [13%] of responding employers employ union workers in this occupation.

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Some	(30%)
Part Time, avg 24 hrs/wk	Many	(50%)
Temporary/On Call, avg 11 hrs/wk	Few	(3%)
Seasonal, avg 21 hrs/wk	Few	(16%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	25%	13%	13%	13%	0%	0%
Dental	19%	13%	13%	13%	0%	0%
Vision	13%	13%	6%	13%	0%	0%
Life	19%	6%	6%	13%	0%	0%
Sick	38%	38%	6%	0%	6%	6%
Vacation	44%	38%	0%	0%	6%	0%
Retirement	13%	6%	6%	0%	0%	0%
Child Care	19%	13%	6%	6%	6%	0%

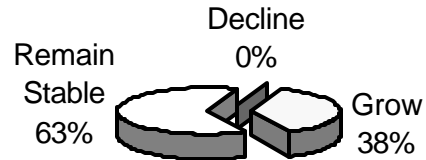
None (0%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

37.5%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

Most (69%) of responding employers promote employees to: Preschool program assistant, resource specialist, referral specialist, associate teacher, operations supervisor, lead center teacher, teacher, director, coordinator, manager, administrator, assistant director, Teacher II.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 200; and the California Occupational Guides, No. 275. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 25-2011

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

TRAFFIC, SHIPPING, and RECEIVING CLERKS

OES CODE: 580280

16 Firms Responding – 37 Employees Represented

DESCRIPTION OF OCCUPATION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(19%)
High School Diploma or Equivalent	Almost All	(81%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	38%	38%	25%	0%
Other Occupational Experience Accepted	50%	12%		38%
Training in Lieu Of Experience Accepted	43%	19%		38%
Technical/Vocational Training Required	6%	88%	6%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Record keeping skills. Ability to write effectively, operate a fork lift, use the US & private parcel post service, and plan and organize the work of others. Possess an understanding of inventory techniques.

PHYSICAL: Ability to stand continuously 2 or more hours and lift at least 60 lbs. repeatedly.

PERSONAL or THER: Ability to work independently, and under pressure.

License or certification:

No license or certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	5	Spreadsheet	2
Database	4	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 13 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(8%)
Employees Leaving	Some	(38%)
Promotions	Some	(38%)
Temporary	Few	(15%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(50%)
Newspaper Ads	Many	(56%)
In-House Promotion or Transfer	Many	(56%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: LARGE (200 to 220)

<u>GENDER:</u>	Female employees	59%
	Male employees	41%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Industrial sand, sawmills and planing mills, poultry slaughtering and processing, general industrial machinery, marking devices, lumber and other building material suppliers, department stores, grocery stores, hardware stores, state government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

TRAFFIC, SHIPPING, and RECEIVING CLERKS

OES CODE: 580280

16 Firms Responding – 37 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.75-10.00	\$8.00
New Hires, Experienced	\$7.00-11.00	\$8.00
Experienced, 3 Years w/Firm	\$7.40-12.10	\$10.00

Wages (Union)

	Range	Median
New Hires, No Experience	Insufficient data	
New Hires, Experienced	\$7.83-18.16	\$15.03
Experienced, 3 Years w/Firm	\$13.32-19.26	\$16.73

(**Some** [25%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(70%)
Part Time, avg 21 hrs/wk	Some	(22%)
Temporary/On Call, avg 20 hrs/wk	Few	(5%)
Seasonal, avg 24 hrs/wk	Few	(3%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	Few	(6%)
Other Shifts	None	(0%)

BENEFITS

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	25%	19%	63%	0%	0%	0%
Dental	25%	13%	63%	0%	0%	0%
Vision	25%	13%	38%	0%	0%	0%
Life	31%	6%	38%	0%	6%	0%
Sick	69%	13%	0%	0%	0%	0%
Vacation	94%	19%	0%	0%	0%	0%
Retirement	44%	13%	25%	6%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

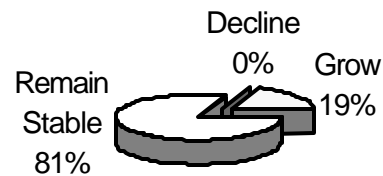
Most (75%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

10.0%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

Almost all (94%) of responding employers promote employees to: Shipping supervisor, receiving manager, area manager, retail sales, contractor sales, grocery manager, store director, department manager, assistant manager, store manager, materials and stores supervisor II, production manager, plant manager, shift manager, general manager, production clerk, purchasing, management.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 414; and the California Occupational Guides, No. 63. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 43-5071

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

TRUCK DRIVERS – HEAVY or TRACTOR TRAILER

OES CODE: 971020

15 Firms Responding – 125 Employees Represented

DESCRIPTION OF OCCUPATION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Many	(53%)
High School Diploma or Equivalent	Many	(47%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	80%	0%	20%	0%
Other Occupational Experience Accepted	20%	80%		0%
Training in Lieu Of Experience Accepted	33%	67%		0%
Technical/Vocational Training Required	33%	47%	20%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Record keeping automotive maintenance and minor repair, and map reading skills. Ability to read invoices, drive trucks long distance, load and unload freight, and meet ICC requirements. Possess a valid Class A driver's license and a knowledge of local streets.

PHYSICAL: Ability to pass pre-employment medical exam and lift at least 75 lbs. repeatedly.

PERSONAL or OTHER: Ability to work independently. Possess good DMV driving record.

License or certification:

Class A Driver's License

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 44 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(16%)
Employees Leaving	Some	(23%)
Promotions	None	(0%)
Temporary	Most	(61%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(73%)
Newspaper Ads	Many	(40%)
Walk-In Applicants	Most	(73%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: VERY LARGE (310 to 360)

<u>GENDER:</u>	Female employees	2%
	Male employees	98%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Logging; sawmills and planing mills; local trucking, w/o storage; trucking, except local; courier services, except by air; brick, stone and related materials; lumber and other building material supplies; liquefied petroleum gas dealers.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

TRUCK DRIVERS – HEAVY Or TRACTOR TRAILER

OES CODE: 971020

15 Firms Responding – 125 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.50-10.39	\$10.00
New Hires, Experienced	\$8.50-14.00	\$12.00
Experienced, 3 Years w/Firm	\$9.00-20.25	\$14.50

(None [0%] of responding employers employ union workers in this occupation. **Some** [20%] offer a bonus or commission in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 43 hrs/wk	Some	(35%)
Part Time, avg 8 hrs/wk	Few	(1%)
Temporary/On Call, avg 16 hrs/wk	Few	(1%)
Seasonal, avg 45 hrs/wk	Most	(63%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(87%)
Swing	Few	(13%)
Graveyard	Few	(7%)
Other Shifts	None	(0%)

BENEFITS

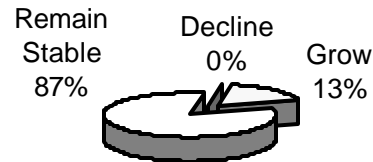
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	25%	0%	0%	0%
Dental	25%	0%	25%	0%	0%	0%
Vision	17%	0%	17%	0%	0%	0%
Life	42%	0%	8%	0%	0%	0%
Sick	25%	0%	0%	0%	0%	0%
Vacation	67%	0%	0%	0%	0%	0%
Retirement	17%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	8%	0%

Some (27%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:
16.1%, Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Some (20%) of responding employers promote employees to: Trucking supervisor, landing man, water truck operator, customer service center manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 576; and the California Occupational Guides, No. 255. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 53-3032

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Mother Lode Truck Driving School

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

VOCATIONAL and EDUCATIONAL COUNSELORS

OES CODE: 315140

9 Firms Responding – 42 Employees Represented

DESCRIPTION OF OCCUPATION

Vocational and Educational counselors counsel individuals and provide group educational and vocational guidance services.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	7	Spreadsheet	4
Database	4	Desktop Publishing	2

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Many	(44%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Many	(44%)
Graduate Study	Few	(11%)

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Not difficult

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	22%	0%	78%	0%
Other Occupational Experience Accepted	78%	22%		0%
Training in Lieu Of Experience Accepted	89%	11%		0%
Technical/Vocational Training Required	33%	56%	11%	0%

TURNOVER

Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(17%)
Employees Leaving	Most	(67%)
Promotions	Few	(17%)
Temporary	None	(0%)

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Record keeping, rehabilitation counseling, and family counseling skills. Ability to write effectively, conduct training programs, analyze labor market information, interview others for information, plan and organize the work of others, and apply vocational skills assessment tools/techniques. Possess knowledge of veterans services.

PHYSICAL: None listed.

PERSONAL or OTHER: Ability to work independently.

License or certification:

No license or certification needed.

RECRUITMENT METHODS

(Out of 9 firms, 9 answered this question.)

The four most successful recruitment methods used by responding employers are:

Newspaper Ads	Most	(67%)
In-House Promotion or Transfer	Many	(44%)
Internet	Some	(33%)
Employee Referrals	Some	(33%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: **LARGE** (120 to 150)

<u>GENDER:</u>	Female employees	86%
	Male employees	14%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary and secondary schools, job training and related services, business consulting, local government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

VOCATIONAL and EDUCATIONAL COUNSELORS

OES CODE: 315140

9 Firms Responding – 42 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	
New Hires, Experienced	\$8.50-18.46	\$11.65
Experienced, 3 Years w/Firm	\$10.50-30.77	\$14.38

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$12.18-38.40	\$27.71
New Hires, Experienced	\$13.12-38.50	\$34.62
Experienced, 3 Years w/Firm	\$14.14-42.79	\$40.03

(**Many** [56%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 38 hrs/wk	Most	(69%)
Part Time, avg 23 hrs/wk	Few	(19%)
Temporary/On Call, avg 6 hrs/wk	Few	(12%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 9 firms, 9 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Some	(22%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	22%	0%	56%	11%	0%	0%
Dental	33%	0%	44%	11%	0%	0%
Vision	22%	0%	44%	11%	0%	0%
Life	22%	0%	33%	0%	0%	11%
Sick	78%	11%	0%	0%	0%	0%
Vacation	67%	0%	0%	0%	0%	0%
Retirement	33%	0%	33%	11%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

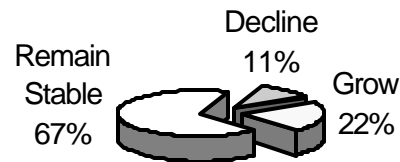
A **few** (11%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

25.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 9 firms, 9 firms responded)

Most (67%) of responding employers promote employees to: Department chair, principal, superintendent, manager, vocational coordinator, director of services, dean of student services, vice president of student services, employment & training supervisor, program manager, staff services analyst.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 152; and the California Occupational Guides, No. 429. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 21-1012

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

VOCATIONAL EDUCATION and TRAINING TEACHERS and INSTRUCTORS

OES CODE: 313140

7 Firms Responding – 170 Employees Represented

DESCRIPTION OF OCCUPATION

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than a baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Does not include correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Few	(14%)
Associate Degree (2 Year)	Many	(43%)
Bachelor Degree (4 Year)	Many	(43%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	43%	14%	43%	0%
Other Occupational Experience Accepted	14%	72%		14%
Training in Lieu Of Experience Accepted	72%	14%		14%
Technical/Vocational Training Required	86%	14%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

BASIC: Ability to write legibly.

TECHNICAL: Ability to understand foreign accents, perform advanced mathematical computations, give oral instructions and write effectively. Possess knowledge of OSHA safety standards.

PHYSICAL: None listed.

PERSONAL OR OTHER: Ability to maintain classroom discipline, and work independently, under pressure, and evenings. Possess tactfulness.

License or certification:

Almost All (86%) responding employers require certification or training in field of instruction.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	4	Spreadsheet	1
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Some	(30%)
Employees Leaving	Most	(70%)
Promotions	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 7 firms, 7 answered this question.)

The three most successful recruitment methods used by responding employers are:

Civil Service List	Some	(29%)
Newspaper Ads	Many	(57%)
In-House Promotion or Transfer	Many	(43%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: LARGE (230 to 260)

<u>GENDER:</u>	Female employees	57%
	Male employees	43%

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary and secondary schools, data processing schools, state government, junior colleges

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

VOCATIONAL EDUCATION and TRAINING TEACHERS and INSTRUCTORS

OES CODE: 313140

7 Firms Responding – 170 Employees Represented

WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.00-51.28	\$25.44
New Hires, Experienced	\$10.00-64.10	\$22.11
Experienced, 3 Years w/Firm	\$20.00-70.51	\$29.45

(**Most** [71%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(61%)
Part Time, avg 10 hrs/wk	Some	(39%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 7 firms, 7 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(14%)
Graveyard	None	(0%)
Other Shifts	Few	(14%)

BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	14%	0%	43%	29%	0%	0%
Dental	14%	0%	43%	29%	0%	0%
Vision	43%	0%	14%	29%	0%	0%
Life	14%	0%	14%	14%	0%	14%
Sick	71%	29%	0%	14%	0%	0%
Vacation	71%	0%	0%	14%	0%	0%
Retirement	14%	0%	14%	14%	14%	0%
Child Care	0%	0%	0%	0%	0%	0%

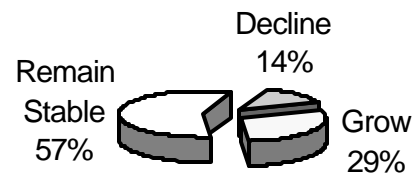
Many (43%) of responding employers offer a 401 K.

PROJECTIONS

Growth Rate, 1999-2006:

13.0%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 7 firms, 7 firms responded)

Most (71%) of responding employers promote employees to: Department chair, vocational instruction supervisor, supervisor of academic instruction, dean, vice-president.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 197; and the California Occupational Guides, No. 404. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 25-1194

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, pages

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

2001 Occupational Summaries

The twenty-two occupational summaries listed below appear in this section. Data for these occupations were collected the spring and summer of 2001.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- . Had a substantial employment base in the survey area
- . Had a substantial number of projected job openings
- . Had a substantial potential for earning capacity
- . Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

2001 Occupations Surveyed

Automotive Body and Related Repairers
Bakers-Bread and Pastry
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers
Bus Drivers -- School
Child Care Workers
Computer Support Specialists
Highway Maintenance Workers
Hotel Desk Clerks
Human Service Workers
Instructional Aides
Laborers, Landscaping, and Groundskeeping
Machinists
Nurse Aides
Pharmacy Aides
Pharmacy Technicians
Receptionists and Information Clerks
Registered Nurses
Salespersons -- Retail (Except Vehicle Sales)
Teachers -- Special Education
Tellers
Truck Drivers, Light -- Include Delivery and Route Workers
Welders and Cutters

AUTOMOTIVE BODY AND RELATED REPAIRERS

OES CODE: 853050

13 Firms Responding-- 50 Employees Represented

DESCRIPTION OF OCCUPATION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(15%)
High School Diploma or Equivalent	Almost All	(85%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	62%	0%	38%	0%
Other Occupational Experience Accepted	8%	77%		15%
Training in Lieu Of Experience Accepted	62%	38%		0%
Technical/Vocational Training Required	15%	46%	38%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Inspect and evaluate quality of products; repair machines or systems using needed tools, install equipment, machines, wiring, or programs; determine kind of tools and equipment needed to do job; know how to find information and identify essential information; find ways to structure or classify multiple pieces of information

Knowledge: Uses, designs, benefits, repair and maintenance of machines and tools

Abilities: Make quick coordinated movements of hands and/or arms; follow oral instructions; follow rules to arrange things or actions in a certain order; imagine how something will look after it is moved or rearranged; coordinate movements of two or more limbs together while sitting, standing, or lying down

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	2
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very Difficult
Inexperienced:	Very Difficult

TURNOVER

Responding employers reported a total of 16 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(25%)
Employees Leaving	Most	(75%)
Promotions	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 13 firms, 13 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Some	(38%)
Newspaper Ads	Many	(46%)
Walk-In Applicants	Almost All	(85%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Small (40 to 50)

GENDER: Female employees 2 (4%)
Male employees 48 (96%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Motor vehicle dealers (new and used), top and body repair and paint shops, general auto repair shops

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

AUTOMOTIVE BODY AND RELATED REPAIRERS

OES CODE: 853050

13 Firms Responding -- 50 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$ 7.00-18.00	\$ 8.00
New Hires, Experienced	\$ 8.00-18.00	\$12.00
Experienced, 3 Years w/Firm	\$15.00-24.00	\$18.50

(None [0%] of the responding employers employ union workers in this occupation. A few [8%] responding employers offer a commission in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost all	(94%)
Part Time, avg 22 hrs/wk	Few	(6%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 13 firms, 13 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

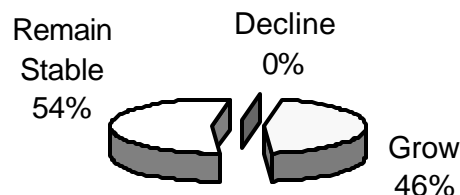
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	46%	8%	0%	0%	0%	0%
Dental	8%	0%	0%	0%	0%	0%
Vision	8%	0%	0%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	31%	8%	0%	0%	0%	0%
Vacation	85%	15%	0%	0%	0%	0%
Retirement	15%	0%	8%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

25.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 13 firms, 13 firms responded)

Some (38%) of responding employers may promote employees to:

Head repairman, head painter, manager, paint prepper, bodyman, journeyman, shop foreman, estimator, or management.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 380, and the California Occupational Guides, No 68. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 49-3021

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report.

Columbia College, page 175

Tuolumne County ROP, page 205

BAKERS--BREAD AND PASTRY

OES CODE: 650210

16 Firms Responding-- 58 Employees Represented

DESCRIPTION OF OCCUPATION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	1
Database	0	Desktop Publishing	0

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(31%)
High School Diploma or Equivalent	Most	(69%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	38%	19%	44%	0%
Other Occupational				
Experience Accepted	37%	38%		25%
Training in Lieu				
Of Experience Accepted	56%	25%		19%
Technical/Vocational				
Training Required	6%	88%	6%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Control operations of equipment or systems

Knowledge: Techniques and equipment for food storage/handling

Abilities: Read and understand written information and ideas; follow rules to arrange things or actions in a certain order; and make quick, coordinated movements with fingers, hands, and wrists

License or certification:

No license or other certification needed.

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 33 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Some	(27%)
Employees Leaving	Most	(61%)
Promotions	Few	(3%)
Temporary	Few	(9%)

RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Many	(50%)
Newspaper Ads	Many	(44%)
Word of Mouth	Many	(44%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (90 to 120)

GENDER: Female employees 43 (74%)
Male employees 15 (26%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Agricultural production-crops, grocery stores, retail bakeries, eating places, hotels and motels, correctional institutions

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

BAKERS--BREAD AND PASTRY

OES CODE: 650210

16 Firms Responding -- 58 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25- 9.00	\$ 6.75
New Hires, Experienced	\$6.25-12.00	\$ 9.00
Experienced, 3 Years w/Firm	\$7.50-14.00	\$10.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00- 8.00	\$ 7.90
New Hires, Experienced	\$7.50-14.89	\$10.68
Experienced, 3 Years w/Firm	\$9.00-18.09	\$12.00

(44% of responding employers employ union workers in this occupation.) A few (6%) responding employers offer a merit bonus.

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Many	(57%)
Part Time, avg 22 hrs/wk	Some	(38%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 30 hrs/wk	Few	(5%)

SHIFTS

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(81%)
Swing	Few	(6%)
Graveyard	Few	(13%)
Other Shifts	Few	(19%)

BENEFITS

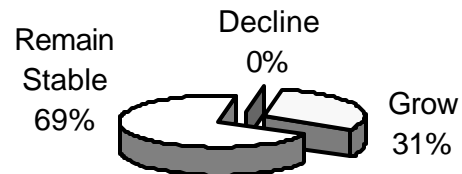
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	38%	13%	19%	6%	0%	0%
Dental	31%	13%	19%	0%	0%	0%
Vision	25%	13%	13%	0%	0%	0%
Life	38%	13%	0%	6%	0%	0%
Sick	44%	13%	0%	0%	0%	0%
Vacation	69%	25%	0%	0%	0%	0%
Retirement	25%	6%	25%	6%	0%	6%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

33.3%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 16 firms, 16 firms responded)

Many (56%) of responding employers may promote employees to: Supervisor, manager, sales manager, cake decorator, store manager, head baker, customer service, baking manager, department manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 360, and the California Occupational Guides, No. 330. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report.

Columbia College, page 175

BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS

OES CODE: 553380

23 Firms Responding-- 48 Employees Represented

DESCRIPTION OF OCCUPATION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(87%)
Associate Degree (2 Year)	Few	(13%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	70%	0%	30%	0%
Other Occupational Experience Accepted	43%	48%		9%
Training in Lieu Of Experience Accepted	43%	57%		0%
Technical/Vocational Training Required	26%	57%	17%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Basic mathematics; find and identify essential information; structure or classify multiple pieces of information; understand written information; and write effectively

Knowledge: Economic and accounting principles and practices, financial markets, banking, analysis and reporting of financial data; administrative and clerical procedures and systems; advanced mathematics; English language; and computer technology

Abilities: Quickly and correctly do basic math calculations; understand and organize a problem, then select mathematical method or formula to solve problem; good vision; read and understand written information; follow rules to arrange things or actions in a certain order; and quickly and accurately compare letters, numbers, objects, pictures, or patterns

License or certification:

No license or other certification needed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	16	Spreadsheet	15
Database	9	Desktop Publishing	2

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 11 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(27%)
Employees Leaving	Most	(73%)
Promotions	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 23 firms, 23 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(65%)
Newspaper Ads	Most	(65%)
In-House Promotion or Transfer	Some	(39%)
Walk - In Applicants	Some	(39%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (560 to 580)

GENDER: Female employees	43	(90%)
Male employees	5	(10%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Heavy construction, lumber and other building materials, miscellaneous general merchandise stores, grocery stores, new and used car dealers, floor covering stores, liquefied petroleum gas dealers, state commercial banks, insurance agents, brokers, and service, hotels and motels, auto transmission repair shops, legal services, individual and family services, business consulting, job training and related services, business associations, civic and social associations, accounting, auditing, and bookkeeping

BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS

OES CODE: 553380

23 Firms Responding -- 48 Employees Represented

WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$9.50	\$8.00
New Hires, Experienced	\$6.50-\$12.97	\$9.00
Experienced, 3 Years w/Firm	\$7.25-\$15.48	\$12.00

(A few [4%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(77%)
Part Time, avg 23 hrs/wk	Some	(23%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 23 firms, 23 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

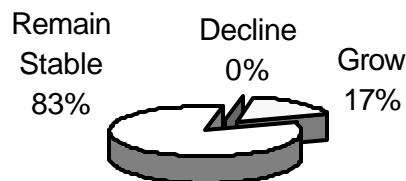
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	61%	0%	9%	13%	0%	0%
Dental	48%	0%	9%	9%	4%	0%
Vision	35%	0%	9%	9%	0%	0%
Life	43%	0%	0%	13%	4%	0%
Sick	52%	4%	0%	0%	4%	4%
Vacation	74%	13%	0%	0%	0%	0%
Retirement	35%	9%	17%	0%	13%	4%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

3.6%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 23 firms, 23 firms responded)

Some (30%) of responding employers may promote employees to: Senior accountant, executive secretary, executive assistant, accountant II, assistant accountant, accountant, controller.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 318, and the California Occupational Guides, No. 26. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 43-3031

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Columbia College, page 175

Amador County ROP, page 195

Calaveras County ROP, page 198

Mariposa High School ROP, page 203

Tuolumne County ROP, page 205

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

BUS DRIVERS -- SCHOOL

OES CODE: 971110

11 Firms Responding-- 141 Employees Represented

DESCRIPTION OF OCCUPATION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(9%)
High School Diploma or Equivalent	Almost All	(91%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	18%	27%	55%	0%
Other Occupational Experience Accepted	10%	45%		45%
Training in Lieu Of Experience Accepted	46%	27%		27%
Technical/Vocational Training Required	73%	27%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Operate equipment or systems; watch gauges, dials, or other indicators to make sure machine is working properly; be aware of and understand others' reactions; perform routine maintenance as needed; and oral communication

Knowledge: Principles and methods for moving people; public safety and security operations; customer service; various methods for describing physical locations; knowledge of laws related to occupation

Abilities: Decide quickly and correctly between two or more movements in response to two or more signals; quickly respond to one signal when it appears; efficiently shift back and forth between two or more activities or sources of information; coordinate movements of two or more limbs together while sitting, standing, or lying down; adjust movement or equipment control to changes in speed and/or direction; good vision

License or certification:

Commercial Driver's License

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 16 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(13%)
Employees Leaving	Most	(63%)
Promotions	Few	(6%)
Temporary	Few	(19%)

RECRUITMENT METHODS

(Out of 11 firms, 11 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Almost All	(91%)
In-House Promotion or Transfer	Many	(45%)
Walk-In Applicants	Some	(36%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (100 to 120)

<u>GENDER:</u> Female employees	111	(79%)
Male employees	30	(21%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary & secondary schools

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

BUS DRIVERS -- SCHOOL

OES CODE: 971110

11 Firms Responding -- 141 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	\$12.40
New Hires, Experienced	\$12.73-\$13.90	\$13.38
Experienced, 3 Years w/Firm	\$13.42-\$14.90	\$14.75

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.40-\$14.27	\$11.72
New Hires, Experienced	\$10.92-\$14.27	\$12.14
Experienced, 3 Years w/Firm	\$9.14-\$16.52	\$12.92

(**Most** [73%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 36 hrs/wk	Some	(33%)
Part Time, avg 26 hrs/wk	Many	(55%)
Temporary/On Call, avg 4 hrs/wk	Few	(12%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 11 firms, 11 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(91%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Some	(36%)

BENEFITS

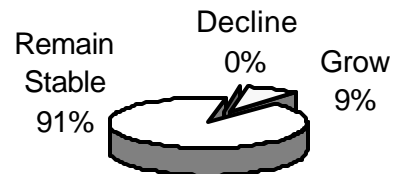
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	18%	9%	27%	64%	0%	0%
Dental	18%	9%	27%	64%	0%	0%
Vision	18%	9%	27%	64%	0%	0%
Life	0%	9%	0%	0%	0%	0%
Sick	45%	64%	0%	9%	0%	0%
Vacation	45%	55%	0%	9%	0%	0%
Retirement	9%	9%	18%	27%	0%	0%
Child Care	0%	9%	9%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

20.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 11 firms, 11 firms responded)

Many (55%) of responding employers may promote employees to: Bus driver trainer, office, transportation director, transportation supervisor, supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 495; the California Occupational Guides, No. 2; and the California Professional & Business License Handbook, Sixth Edition 1999, page 221. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 53-3022.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Calaveras High School Adult Education, page 171

CHILD CARE WORKERS

OES CODE: 680380

15 Firms Responding-- 84 Employees Represented

DESCRIPTION OF OCCUPATION

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Most	(73%)
Associate Degree (2 Year)	Some	(20%)
Bachelor Degree (4 Year)	Few	(7%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	40%	20%	40%	0%
Other Occupational Experience Accepted	20%	53%		27%
Training in Lieu Of Experience Accepted	60%	20%		20%
Technical/Vocational Training Required	60%	27%	13%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Effective oral communication; be aware of and understand others' reactions; active listening; look for ways to help people; teach others

Knowledge: Customer service; human behavior and performance; mental processes; instructional methods and training techniques; English language

Abilities: Oral communication; oral and written comprehension; recognition of when something is wrong or likely to go wrong; efficiently shift back and forth between two or more activities or sources of information; speak clearly

License or certification:

No license or other certification needed. **Most** (66%) responding employers require Early Childhood Education Units.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	2	Spreadsheet	1
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 22 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(32%)
Employees Leaving	Many	(45%)
Promotions	None	(0%)
Temporary	Some	(23%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(47%)
Newspaper Ads	Most	(60%)
Walk-In Applicants	Many	(53%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (110 to 140)

GENDER: Female employees 84 (100%)
Male employees 0 (0%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary and secondary schools; child day care services; social services; religious organizations

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

CHILD CARE WORKERS

OES CODE: 680380

15 Firms Responding -- 84 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$7.00	\$6.50
New Hires, Experienced	\$6.25-\$10.00	\$7.17
Experienced, 3 Years w/Firm	\$6.25-\$10.77	\$9.00

(None [0%] of responding employers employ union workers in this occupation. A **few** [13%] of responding employers state they pay a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Many	(48%)
Part Time, avg 23 hrs/wk	Many	(40%)
Temporary/On Call, avg 11 hrs/wk	Few	(10%)
Seasonal, avg 30 hrs/wk	Few	(2%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Few	(7%)

BENEFITS

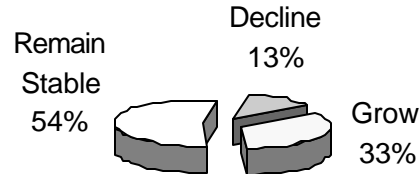
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	13%	0%	13%	7%	0%	0%
Dental	7%	0%	0%	7%	0%	0%
Vision	7%	0%	0%	7%	0%	0%
Life	13%	0%	0%	7%	0%	0%
Sick	40%	13%	0%	0%	0%	0%
Vacation	53%	27%	0%	0%	0%	0%
Retirement	0%	0%	7%	0%	0%	0%
Child Care	40%	27%	0%	7%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

27.3%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Many (53%) of responding employers may promote employees to: Teacher, site supervisor, directors, head teacher, assistant director, associate teacher.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 353, and the California Occupational Guides, No.505. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 39-9011.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Columbia College, page 175

Mariposa County ROP, page 203

Tuolumne County ROP, page 205

COMPUTER SUPPORT SPECIALISTS

OES CODE: 251040

14 Firms Responding-- 42 Employees Represented

DESCRIPTION OF OCCUPATION

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(7%)
High School Diploma or Equivalent	Most	(71%)
Associate Degree (2 Year)	Few	(14%)
Bachelor Degree (4 Year)	Few	(7%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	71%	0%	29%	0%
Other Occupational Experience Accepted	22%	64%		14%
Training in Lieu Of Experience Accepted	64%	36%		0%
Technical/Vocational Training Required	71%	14%	14%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Teach others; analyze requirements to create a design; test equipment and software; troubleshoot operating errors; identify problems

Knowledge: Electric circuit boards, processors, chips, and computer hardware and software; instructional methods and training techniques; equipment, tools, mechanical devices; advanced mathematics; English language

Abilities: Follow oral instructions; read and understand written information; recognition of when something is wrong or likely to go wrong; good vision

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	12	Spreadsheet	10
Database	10	Desktop Publishing	8

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 14 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(21%)
Employees Leaving	Many	(43%)
Promotions	Some	(21%)
Temporary	Few	(14%)

RECRUITMENT METHODS

(Out of 14 firms, 14 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Some	(29%)
Newspaper Ads	Most	(79%)
Internet	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (70 to 90)

<u>GENDER:</u> Female employees	15	(36%)
Male employees	27	(64%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary and secondary schools, libraries, civic and social associations, job training and related services county government, city government, correctional institutions, land, mineral, wildlife conservation, information retrieval services

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

COMPUTER SUPPORT SPECIALISTS

OES CODE: 251040

14 Firms Responding -- 42 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-\$9.60	\$7.50
New Hires, Experienced	\$8.00-\$24.75	\$12.03
Experienced, 3 Years w/Firm	\$9.00-\$26.20	\$16.83

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	NA	NA
New Hires, Experienced	\$12.74-\$23.73	\$16.65
Experienced, 3 Years w/Firm	\$15.25-\$28.83	\$17.78

(**Many** [50%] of responding employers employ union workers in this occupation. A **Few** [7%] of responding employers pay a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost all	(91%)
Part Time, avg 16 hrs/wk	Few	(2%)
Temporary/On Call, avg 35 hrs/wk	Few	(7%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 14 firms, 14 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Few	(14%)

BENEFITS

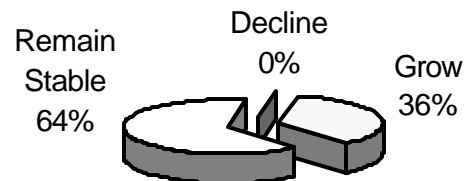
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	43%	0%	50%	0%	0%	0%
Dental	50%	0%	43%	0%	0%	0%
Vision	50%	0%	36%	0%	0%	0%
Life	43%	0%	21%	0%	0%	0%
Sick	93%	0%	7%	0%	0%	0%
Vacation	93%	0%	7%	0%	0%	0%
Retirement	29%	0%	57%	0%	7%	0%
Child Care	0%	0%	0%	0%	7%	0%

PROJECTIONS

Growth Rate, 1997-2004:

28.6%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 14 firms, 14 firms responded)

Most (71%) of responding employers may promote employees to:

Executive assistant, manager, technology supervisor, information system specialist I/II, information services supervisor, supervisory computer specialist, lead technician, service technician, assistant administrator, internet system administrator

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 109. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 15-1041

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Columbia College, page 175

HIGHWAY MAINTENANCE WORKERS

OES CODE: 877110

11 Firms Responding-- 189 Employees Represented

DESCRIPTION OF OCCUPATION

Highway Maintenance Workers maintain highways, municipal and rural roads, airport runways, and rights-of-way in safe condition by performing a combination of the following duties: patch broken or eroded pavement or erect and repair guard rails, highway markers, and snow fences using a posthole digger, shovel, ax, saw, hammer and nails, and power tools. They may also clear brush or plant vegetation along rights-of-way.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(27%)
High School Diploma or Equivalent	Most	(73%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	36%	9 %	55%	0%
Other Occupational Experience Accepted	55%	27%		18%
Training in Lieu Of Experience Accepted	45%	46%		9%
Technical/Vocational Training Required	9%	91%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Repairing machines or systems; select appropriate tools; controlling equipment or systems; installing equipment, machines, wiring or programs; routine equipment maintenance

Knowledge: Construction materials, methods, and tools; public safety and security operations, various methods for describing physical locations; basic mathematics

Abilities: Continuous use of abdominal and lower back without fatiguing; coordinate movements of two or more limbs together while sitting, standing, or lying down; know one's location in relation to environment or where other objects are in relation to one's self

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 36 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(8%)
Employees Leaving	Some	(31%)
Promotions	Few	(19%)
Temporary	Many	(42%)

RECRUITMENT METHODS

(Out of 11 firms, 11 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(45%)
Newspaper Ads	Most	(64%)
Walk-In Applicants	Many	(45%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (140 to 189)

GENDER: Female employees 5 (3%)
Male employees 184 (97%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Highway and street construction, concrete work, civic and social associations, county and city government

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

HIGHWAY MAINTENANCE WORKERS

OES CODE: 877110

11 Firms Responding -- 189 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-\$9.00	\$8.50
New Hires, Experienced	\$10.00-\$10.50	\$10.00
Experienced, 3 Years w/Firm	\$12.00-\$16.00	\$12.50

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.55-\$12.69	\$11.00
New Hires, Experienced	\$9.88-\$19.78	\$12.72
Experienced, 3 Years w/Firm	\$11.94-\$19.78	\$15.46

(**Most** [73%] responding employers employ union workers in this occupation. A **few** [9%] responding employers pay a bonus in addition to wages.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(77%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 20 hrs/wk	Few	(4%)
Seasonal, avg 39 hrs/wk	Few	(19%)

SHIFTS

(Out of 11 firms, 11 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(9%)
Graveyard	Few	(9%)
Other Shifts	Few	(18%)

BENEFITS

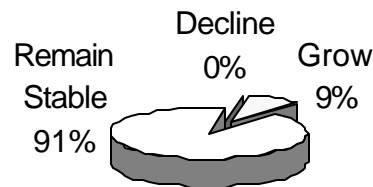
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	45%	0%	36%	0%	0%	0%
Dental	45%	0%	36%	0%	0%	0%
Vision	36%	0%	36%	0%	0%	0%
Life	36%	0%	36%	0%	0%	0%
Sick	73%	0%	9%	0%	0%	0%
Vacation	73%	0%	9%	0%	0%	0%
Retirement	45%	0%	18%	0%	9%	0%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

0.0%, Remain Stable

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 11 firms, 11 firms responded)

Most (73%) of responding employers may promote employees to: Equipment operator II, maintenance lead, supervisor, maintenance worker II, senior maintenance worker, maintenance and construction supervisor, road supervisor, leadman, foreman, maintenance II & III, road maintenance II & III, road maintenance supervisor, road superintendent, PW leadman, PW Supervisor, senior lead

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 524. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 47-4051.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

HOTEL DESK CLERKS

OES CODE: 538080

15 Firms Responding-- 161 Employees Represented

DESCRIPTION OF OCCUPATION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(20%)
High School Diploma or Equivalent	Almost all	(80%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	14%	53%	33%	0%
Other Occupational Experience Accepted	27%	13%		60%
Training in Lieu Of Experience Accepted	34%	13%		53%
Technical/Vocational Training Required	0%	87%	13%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Look for ways to help people; coordination

Knowledge: Customer service; administrative and clerical procedures and systems; basic mathematics; English language; basic computer

Abilities: Oral communication; oral and written comprehension; speak clearly

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	8	Spreadsheet	5
Database	5	Desktop Publishing	3

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 92 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(1%)
Employees Leaving	Many	(52%)
Promotions	Few	(7%)
Temporary	Many	(40%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Most	(60%)
In-House Promotion or Transfer	Most	(60%)
Walk-In Applicants	Many	(53%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (150 to 220)

GENDER: Female employees	109	(68%)
Male employees	52	(32%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:
Hotels & motels

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

HOTEL DESK CLERKS

OES CODE: 538080

15 Firms Responding -- 161 Employees Represented

WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$7.00	\$6.75
New Hires, Experienced	\$6.25-\$8.00	\$7.00
Experienced, 3 Years w/Firm	\$7.00-\$10.00	\$8.50

(A **few** [7%] of responding employers employ union workers in this occupation. A **few** [13%] of responding employers offer a bonus in addition to wages and a **few** [7%] of responding employers offer room and board.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Many	(58%)
Part Time, avg 22 hrs/wk	Few	(15%)
Temporary/On Call, avg 5 hrs/wk	Few	(1%)
Seasonal, avg 39 hrs/wk	Some	(27%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(93%)
Swing	Most	(73%)
Graveyard	Many	(40%)
Other Shifts	Some	(20%)

BENEFITS

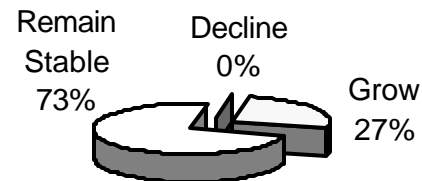
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	7%	0%	13%	7%	0%	0%
Dental	0%	0%	7%	0%	0%	0%
Vision	0%	0%	7%	0%	0%	0%
Life	13%	0%	0%	7%	0%	0%
Sick	27%	0%	0%	0%	0%	0%
Vacation	47%	20%	0%	0%	7%	0%
Retirement	13%	7%	7%	0%	7%	7%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

46.7%, Much Faster Than Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Most (60%) of responding employers may promote employees to: Front desk manager, bookkeeper, special events coordinator, desk leader, shift leader, manager assistant, manager, management, lead clerk

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 299, and the California Occupational Guides, No. 70. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 43-4081

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Columbia College, page 175

HUMAN SERVICE WORKERS

OES CODE: 273080

9 Firms Responding -- 167 Employees Represented

DESCRIPTION OF OCCUPATION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(11%)
High School Diploma or Equivalent	Some	(33%)
Associate Degree (2 Year)	Some	(22%)
Bachelor Degree (4 Year)	Some	(33%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	45%	22%	33%	0%
Other Occupational Experience Accepted	22%	33%		45%
Training in Lieu Of Experience Accepted	33%	44%		23%
Technical/Vocational Training Required	44%	44%	12%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Effective speaking; aware of and understanding others' reactions; active listening; look for ways to help people; identifying problems

Knowledge: Customer service; therapy and counseling information and techniques; psychology; instructional methods and training techniques; administrative and clerical procedures and systems

Abilities: Written and oral comprehension and expression; know when something is wrong or likely to go wrong

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	5	Spreadsheet	2
Database	0	Desktop Publishing	1

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 118 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(37%)
Employees Leaving	Many	(56%)
Promotions	Few	(7%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 9 firms, 9 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Some	(33%)
Newspaper Ads	Most	(78%)
Internet	Some	(33%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (60 to 90)

GENDER: Female employees	112	(67%)
Male employees	55	(33%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Skilled nursing care facilities, individual and family services, residential care, social services, civic and social associations, county government

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

HUMAN SERVICE WORKERS

OES CODE: 273080

9 Firms Responding -- 167 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.25-\$9.92	\$8.59
New Hires, Experienced	\$9.75-\$10.50	\$10.45
Experienced, 3 Years w/Firm	\$10.25-\$21.10	\$14.07

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.30-\$12.91	\$11.11
New Hires, Experienced	\$10.28-\$14.08	\$13.27
Experienced, 3 Years w/Firm	\$12.55-\$20.71	\$15.36

(Some [33%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost all	(92%)
Part Time, avg 27 hrs/wk	Few	(7%)
Temporary/On Call, avg 16 hrs/wk	Few	(1%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 9 firms, 9 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(11%)
Graveyard	Some	(22%)
Other Shifts	Some	(22%)

BENEFITS

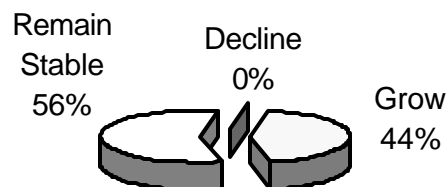
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	78%	11%	22%	0%	0%	0%
Dental	56%	0%	22%	0%	0%	0%
Vision	56%	0%	22%	0%	0%	0%
Life	44%	11%	22%	0%	0%	0%
Sick	78%	22%	22%	0%	0%	0%
Vacation	78%	22%	22%	0%	0%	0%
Retirement	44%	11%	44%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

50.0%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 9 firms, 9 firms responded)

Almost all (89%) of responding employers may promote employees to: Lead counselor, clinical supervisor, senior services coordinator, program manager, case manager II & III, supervisor, senior ccw, case manager, shift supervisor, senior, employment and training worker, social worker I, II, III, IV, social worker supervisor

Standard Occupational Classification System (SOC)
Code: 21-1093

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 157, and the California Occupational Guides, No. 564. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Columbia College, page 175

INSTRUCTIONAL AIDES

OES CODE: 315211

15 Firms Responding-- 387 Employees Represented

DESCRIPTION OF OCCUPATION

Instructional aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts, and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(13%)
High School Diploma or Equivalent	Almost all	(87%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	7%	47%	47%	0%
Other Occupational Experience Accepted	13%	20%		67%
Training in Lieu Of Experience Accepted	33%	20%		47%
Technical/Vocational Training Required	33%	47%	20%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Teaching others; effective speaking and listening; use various learning and teaching techniques; understand written information

Knowledge: Instructional methods and training techniques; English language; basic mathematics; administrative and clerical procedures and systems; customer service

Abilities: Oral and written communication; speak clearly; read and understand written information

License or certification:

No license or other certification needed. **Many** (40%) of responding employers require a certificate or Early Childhood Education Units.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	71	Spreadsheet	43
Database	43	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Not difficult

TURNOVER

Responding employers reported a total of 40 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Many	(45%)
Employees Leaving	Many	(40%)
Promotions	Few	(10%)
Temporary	Few	(5%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(40%)
Newspaper Ads	Almost all	(87%)
Walk-In Applicants	Many	(40%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very large (540 to 670)

<u>GENDER:</u> Female employees	382	(99%)
Male employees	5	(1%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary and secondary schools, schools and educational services, individual and family services, religious organizations, correctional institutions

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

INSTRUCTIONAL AIDES

OES CODE: 315211

15 Firms Responding -- 387 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.46-\$9.47	\$7.95
New Hires, Experienced	\$6.46-\$10.84	\$8.60
Experienced, 3 Years w/Firm	\$7.05-\$12.50	\$9.47

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-\$11.87	\$9.29
New Hires, Experienced	\$9.05-\$11.41	\$9.57
Experienced, 3 Years w/Firm	\$9.35-\$14.43	\$11.14

(**Most** [60%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Few	(8%)
Part Time, avg 20 hrs/wk	Almost All	(81%)
Temporary/On Call, avg 5 hrs/wk	Few	(11%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(93%)
Swing	Few	(7%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

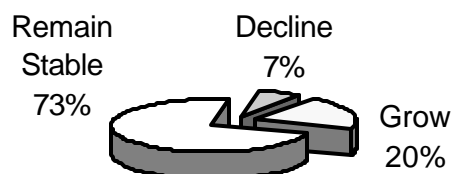
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	7%	7%	33%	53%	0%	0%
Dental	7%	7%	33%	53%	0%	0%
Vision	13%	7%	27%	53%	0%	0%
Life	7%	13%	7%	0%	7%	0%
Sick	40%	40%	0%	20%	0%	7%
Vacation	40%	40%	0%	13%	0%	7%
Retirement	7%	0%	20%	40%	0%	0%
Child Care	0%	0%	7%	0%	7%	0%

PROJECTIONS

Growth Rate, 1997-2004:

24.1%, Faster Than Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Many (47%) of responding employers may promote employees to: Office staff, other classified positions, teacher, school bus driver, school cafeteria manager, office clerk, administrative assistant, office assistant, secretary, media specialist

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 326, and the California Occupational Guides, No. 502. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 25-9041, Teacher Assistants

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Columbia College, page 175

Tuolumne County ROP, page 205

LABORERS, LANDSCAPING AND GROUNDSKEEPING

OES CODE: 790410

19 Firms Responding-- 104 Employees Represented

DESCRIPTION OF OCCUPATION

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stonemasons.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(32%)
High School Diploma or Equivalent	Most	(68%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	16%	16%	68%	0%
Other Occupational Experience Accepted	68%	16%		16%
Training in Lieu Of Experience Accepted	42%	42%		16%
Technical/Vocational Training Required	5%	95%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Determine kind of tools and equipment needed for job; control operations of equipment or systems; perform routine maintenance; look for ways to help people; install equipment, machines, wiring, or programs

Knowledge: Machines and tools; construction materials, methods, and appropriate tools; plant functions, interdependencies and interactions

Abilities: Quickly make coordinated movements of hands and arms; exert muscle force to lift, push, pull, or carry; physical exertion over long periods of time; continuous use of abdominal and lower back muscles without fatiguing

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Not difficult

TURNOVER

Responding employers reported a total of 36 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(8%)
Employees Leaving	Some	(25%)
Promotions	Few	(17%)
Temporary	Many	(50%)

RECRUITMENT METHODS

(Out of 19 firms, 19 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(63%)
Newspaper Ads	Most	(74%)
Walk-In Applicants	Many	(42%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (290 to 360)

GENDER: Female employees	9	(9%)
Male employees	95	(91%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Lawn and garden services, flowers and florists supplies, mobile home site operators, hotels and motels, public golf courses, amusement and recreation, general medical and surgical hospitals, elementary and secondary schools, libraries, residential care service, county government, city government, civic and social associations

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

LABORERS, LANDSCAPING AND GROUNDSKEEPING

OES CODE: 790410

19 Firms Responding -- 104 Employees Represented

WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$8.62	\$7.00
New Hires, Experienced	\$6.75-\$10.54	\$8.25
Experienced, 3 Years w/Firm	\$7.50-\$12.50	\$10.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.55-\$12.79	\$10.85
New Hires, Experienced	\$6.30-\$14.10	\$12.31
Experienced, 3 Years w/Firm	\$11.19-\$15.54	\$13.00

(Some [26%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 41 hrs/wk	Most	(77%)
Part Time, avg 15 hrs/wk	Few	(7%)
Temporary/On Call, avg 40 hrs/wk	Few	(5%)
Seasonal, avg 38 hrs/wk	Few	(12%)

SHIFTS

(Out of 19 firms, 19 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

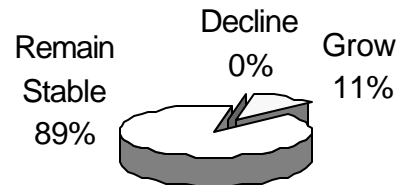
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	32%	0%	37%	0%	0%	0%
Dental	21%	0%	37%	0%	%	0%
Vision	16%	0%	26%	0%	0%	0%
Life	26%	0%	16%	0%	0%	0%
Sick	47%	5%	5%	0%	0%	0%
Vacation	68%	5%	11%	0%	0%	0%
Retirement	26%	0%	16%	0%	5%	0%
Child Care	0%	1%	5%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

24.1%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 19 firms, 19 firms responded)

Many (58%) of responding employers may promote employees to: leadman, foreman, supervisor, salesperson, gardener, assistant greenskeeper, head gardener, building maintenance worker II & III, maintenance worker II & III, director of operations

For additional information about this occupation, refer to the Occupational Outlook Handbook, pages 511 and 331, and the California Occupational Guides, No. 320. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 37-3011

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Amador County ROP, page 195

MACHINISTS

OES CODE: 891080

15 Firms Responding-- 89 Employees Represented

DESCRIPTION OF OCCUPATION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blue-prints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(33%)
High School Diploma or Equivalent	Most	(67%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	73%	13%	13%	0%
Other Occupational Experience Accepted	20%	53%		27%
Training in Lieu Of Experience Accepted	27%	60%		13%
Technical/Vocational Training Required	33%	27%	40%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Test equipment, software or procedures; inspect and evaluate quality; operate equipment or systems; use mathematics to solve problems; analyze requirements to create design; determine kind of tools and equipment needed; monitor gauges, dials, or other indicators

Knowledge: Machines and tools; design techniques, principles; tools and instruments; use of precision technical plans, blueprints, drawings, and models; basic mathematics; inputs, outputs, raw materials, waste, quality control, costs, and techniques for manufacture and distribution

Abilities: Imagination; quickly and repeatedly make precise adjustments in moving controls to exact positions; good vision; read and understand written information; quickly make coordinated movements with hands and/or arms

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(30%)
Employees Leaving	Most	(61%)
Promotions	None	(0%)
Temporary	Few	(9%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(53%)
Newspaper Ads	Many	(47%)
Walk-In Applicants	Many	(53%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Medium (80 to 100)

GENDER: Female employees	6 (7%)
Male employees	83 (93%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Sawmills and planing mills; machine tools, metal cutting types; food products machinery; industrial furnaces and ovens; carburetors, pistons, rings, valves; industrial machinery; process control instruments; city government

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

MACHINISTS

OES CODE: 891080

15 Firms Responding -- 89 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-\$8.00	\$7.25
New Hires, Experienced	\$8.00-\$18.74	\$12.00
Experienced, 3 Years w/Firm	\$10.00-\$19.00	\$15.00

(A **few** [7%] responding employers employ union workers in this occupation. A **few** [13%] responding employers offer bonuses.)

TIME BASE/HOURS WORKED

Full Time, avg 41 hrs/wk	Almost all	(89%)
Part Time, avg 24 hrs/wk	Few	(9%)
Temporary/On Call, avg 18 hrs/wk	Few	(2%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(93%)
Swing	Some	(27%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

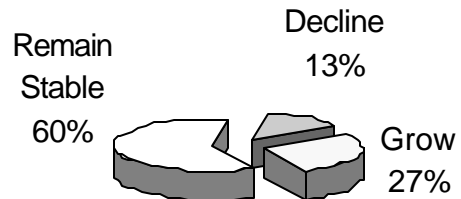
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	53%	7%	33%	13%	0%	0%
Dental	13%	0%	27%	7%	0%	0%
Vision	13%	0%	20%	7%	0%	0%
Life	33%	7%	0%	0%	7%	0%
Sick	40%	7%	0%	0%	0%	0%
Vacation	100%	13%	0%	0%	0%	0%
Retirement	33%	7%	33%	0%	7%	7%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

25.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Many (53%) of responding employers may promote employees to: Supervisor, leadman, maintenance supervisor, journeyman machinist, assistant machinist A and B, team leader, manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 457, and the California Occupational Guides, No. 9. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 51-4041.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

NURSE AIDES

OES CODE: 660080

10 Firms Responding-- 202 Employees Represented

DESCRIPTION OF OCCUPATION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(30%)
High School Diploma or Equivalent	Most	(70%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience				
Required	50%	10%	40%	0%
Other Occupational Experience Accepted	20%	60%		20%
Training in Lieu Of Experience Accepted	60%	30%		10%
Technical/Vocational Training Required	80%	20%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Look for ways to help people; be aware of and understand others' reactions; active listening; coordination, speak effectively

Knowledge: Customer service; information and techniques needed to diagnose and treat injuries, diseases, and deformities; information and techniques to rehabilitate physical and mental ailments; public safety

Abilities: Oral and written comprehension; exert muscle force to lift, push, pull, or carry; oral communication; arm-hand steadiness; good vision

License or certification:

Certified Nurse Aide Certificate

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	1
Database	1	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 87 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(28%)
Employees Leaving	Many	(52%)
Promotions	Few	(2%)
Temporary	Few	(18%)

RECRUITMENT METHODS

(Out of 10 firms, 10 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(40%)
Newspaper Ads	Most	(70%)
School, program referrals	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (290 to 370)

GENDER: Female employees	196	(97%)
Male employees	6	(3%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Rooming and boarding houses, offices and clinics of medical doctors, skilled nursing care facilities, general medical and surgical hospitals, home health care services, residential care services

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

NURSE AIDES

OES CODE: 660080

10 Firms Responding -- 202 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50-\$9.05	\$7.00
New Hires, Experienced	\$7.25-\$9.00	\$8.25
Experienced, 3 Years w/Firm	\$8.00-\$12.00	\$9.69

(A **few** [10%] responding employers employ union workers in this occupation. **Some** [30%] responding employers pay a bonus in addition to wages.

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(75%)
Part Time, avg 25 hrs/wk	Few	(9%)
Temporary/On Call, avg 14 hrs/wk	Few	(16%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 10 firms, 10 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Most	(60%)
Graveyard	Almost All	(80%)
Other Shifts	Some	(30%)

BENEFITS

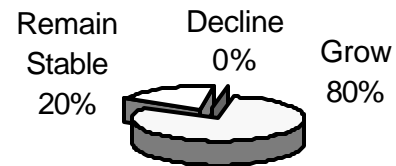
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	40%	0%	30%	20%	0%	0%
Dental	30%	0%	30%	20%	0%	0%
Vision	20%	10%	20%	10%	10%	0%
Life	30%	10%	10%	0%	10%	0%
Sick	70%	30%	10%	0%	0%	0%
Vacation	80%	30%	0%	0%	0%	0%
Retirement	20%	10%	30%	10%	10%	0%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

27.6%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 10 firms, 10 firms responded)

Most (70%) of responding employers may promote employees to: Medicine assistant, administrative supervisor, restorative nurse aide, certified nurse aide II & III, senior home health aide, ward clerk, staffing, certified nurse aide 2, supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 343; the California Occupational Guides, No.442; and the California Professional & Business License Handbook, Sixth Edition 1999, page 163. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>

Standard Occupational Classification System (SOC)
Code: 31-1012.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Mariposa Adult Education, page 172

Beverly Health Care, page 188

Amador County ROP, page 195

Calaveras County ROP, page 198

Tuolumne County ROP, page 205

PHARMACY AIDES

OES CODE: 660260

8 Firms Responding -- 19 Employees Represented

DESCRIPTION OF OCCUPATION

Pharmacy Aides record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. They may operate cash register and accept prescriptions for filling.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	1
Database	1	Desktop Publishing	0

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(13%)
High School Diploma or Equivalent	Almost all	(88%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not difficult
Inexperienced:	Moderately difficult

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	13%	38%	50%	0%
Other Occupational Experience Accepted	37%	25%		38%
Training in Lieu Of Experience Accepted	50%	13%		38%
Technical/Vocational Training Required	13%	88%	0%	0%

TURNOVER

Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(17%)
Employees Leaving	Most	(67%)
Promotions	Few	(17%)
Temporary	None	(0%)

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Not available

Knowledge: Not available

Abilities: Not available

RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Some	(38%)
Newspaper Ads	Almost all	(88%)
In-House Promotion or Transfer	Some	(38%)

License or certification:

No license or other certification needed.

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Not available

<u>GENDER:</u> Female employees	17	(89%)
Male employees	2	(11%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Grocery stores, general medical and surgical hospitals, drug stores and proprietary stores, department stores

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

PHARMACY AIDES

OES CODE: 660260

8 Firms Responding -- 19 Employees Represented

WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50-\$8.70	\$7.00
New Hires, Experienced	\$7.00-\$9.97	\$7.75
Experienced, 3 Years w/Firm	\$8.50-\$12.00	\$9.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	\$7.10
New Hires, Experienced	\$8.00-\$8.00	\$8.00
Experienced, 3 Years w/Firm	\$11.73-\$12.00	\$11.85

(**Some** [38%] responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost all	(89%)
Part Time, avg 30 hrs/wk	Few	(11%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 8 firms, 8 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost all	(88%)
Swing	Some	(25%)
Graveyard	None	(0%)
Other Shifts	Few	(13%)

BENEFITS

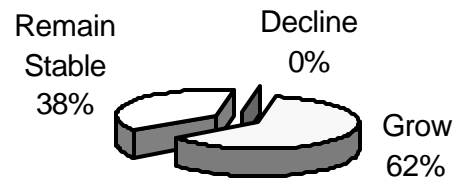
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	25%	0%	0%	0%
Dental	38%	0%	25%	0%	0%	0%
Vision	25%	0%	38%	0%	0%	0%
Life	25%	0%	25%	0%	0%	0%
Sick	50%	13%	25%	0%	0%	0%
Vacation	63%	13%	13%	0%	0%	0%
Retirement	13%	0%	38%	0%	13%	0%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

Not available

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 8 firms, 8 firms responded)

All (100%) responding employers may promote employees to: Pharmacy technician, pharmacy technician I

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 231. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 31-9095

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

PHARMACY TECHNICIANS

OES CODE: 325180

15 Firms Responding-- 45 Employees Represented

DESCRIPTION OF OCCUPATION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	80%	0%	20%	0%
Other Occupational Experience Accepted	20%	80%		0%
Training in Lieu Of Experience Accepted	53%	47%		0%
Technical/Vocational Training Required	87%	13%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Reading comprehension; use mathematics and scientific methods to solve problems; active listening; find and identify essential information

Knowledge: Administrative and clerical procedures and systems; information and techniques needed to diagnose and treat injuries, diseases, and deformities; basic computer; advanced mathematics; composition, structure, and properties of substances and their chemical processes and transformations

Abilities: Follow given rule or set of rules to arrange things or actions in a certain order; basic math; oral and written comprehension; good vision

License or certification:

Pharmacy Technician Certificate

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	4	Spreadsheet	1
Database	2	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 9 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Many	(44%)
Employees Leaving	Many	(56%)
Promotions	None	(0%)
Temporary	None	(0%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Some	(33%)
Newspaper Ads	Most	(60%)
In-House Promotion or Transfer	Many	(47%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Small (40 to 50)

GENDER: Female employees	42	(93%)
Male employees	3	(7%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Drug stores and proprietary stores, department stores, general medical and surgical hospitals, grocery stores.

PHARMACY TECHNICIAN

OES CODE: 325180

15 Firms Responding -- 45 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	\$11.08
New Hires, Experienced	\$9.00-\$13.00	\$10.74
Experienced, 3 Years w/Firm	\$11.84-\$15.00	\$13.50

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	\$9.00
New Hires, Experienced	\$10.00-\$12.90	\$12.03
Experienced, 3 Years w/Firm	\$13.00-\$14.90	\$14.18

(**Some** [27%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(71%)
Part Time, avg 26 hrs/wk	Some	(29%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(20%)
Graveyard	None	(0%)
Other Shifts	Few	(7%)

BENEFITS

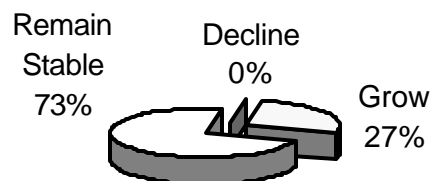
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	60%	20%	13%	7%	0%	0%
Dental	53%	20%	13%	7%	0%	0%
Vision	40%	7%	20%	13%	0%	0%
Life	33%	13%	13%	0%	0%	0%
Sick	73%	27%	7%	0%	0%	0%
Vacation	80%	33%	7%	0%	0%	0%
Retirement	40%	13%	27%	13%	0%	0%
Child Care	0%	0%	7%	0%	7%	0%

PROJECTIONS

Growth Rate, 1997-2004:

25%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

Many (40%) of responding employers may promote employees to: Corporate level, pharmacy technician II, coordinator, new opens, new accounts trainer, office staff, supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 231, the California Occupational Guides, No. 456, and the California Professional & Business License Handbook, Sixth Edition 1999, page 80. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 29-2052.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.
MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties Spring/Summer 2001

RECEPTIONISTS AND INFORMATION CLERKS

OES CODE: 553050

34 Firms Responding-- 121 Employees Represented

DESCRIPTION OF OCCUPATION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the stores, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(9%)
High School Diploma or Equivalent	Almost All	(91%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	32%	15%	53%	0%
Other Occupational Experience Accepted	62%	18%		20%
Training in Lieu Of Experience Accepted	62%	23%		15%
Technical/Vocational Training Required	12%	71%	18%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Effective speaking; active listening; look for ways to help people; coordination; be aware of and understand others' reactions

Knowledge: Administrative and clerical procedures and systems; customer service; English language; operation of telecommunications systems; basic mathematics

Abilities: Oral and written communication and comprehension

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	26	Spreadsheet	12
Database	12	Desktop Publishing	4

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 54 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(7%)
Employees Leaving	Some	(26%)
Promotions	Few	(17%)
Temporary	Many	(50%)

RECRUITMENT METHODS

(Out of 34 firms, 34 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(68%)
Newspaper Ads	Most	(76%)
In-House Promotion or Transfer	Many	(41%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (300 to 370)

<u>GENDER:</u> Female employees	110	(91%)
Male employees	11	(9%)

WHERE THE JOBS ARE (in survey area)

Major employing industries: Veterinary services; logging; industrial machinery; computer and software stores; state commercial banks; insurance agents; beauty shops; disinfecting and pest control; employment agencies; prepackaged software services; amusement and recreation services; offices and clinics of medical doctors; offices and clinics of dentists; offices and clinics of optometrists; skilled nursing care facilities; general medical and surgical hospitals; kidney dialysis centers; legal services; job training services; residential care; social services; civic and social associations; business consulting; city government; land, mineral, and wildlife conservation.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

RECEPTIONISTS AND INFORMATION CLERKS

OES CODE: 553050

34 Firms Responding -- 121 Employees Represented

WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$10.17	\$7.25
New Hires, Experienced	\$6.50-\$10.73	\$8.00
Experienced, 3 Years w/Firm	\$7.00-\$14.00	\$10.00

(None [0%] of responding employers employ union workers in this occupation.) A **few** (9%) of responding employers offer incentives, bonuses, or commissions.

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Many	(55%)
Part Time, avg 22 hrs/wk	Some	(25%)
Temporary/On Call, avg 20 hrs/wk	Few	(7%)
Seasonal, avg 40 hrs/wk	Few	(13%)

SHIFTS

(Out of 34 firms, 34 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(9%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

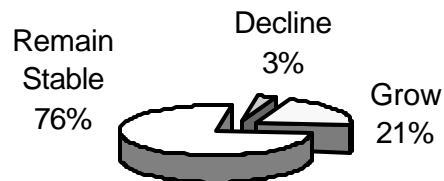
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	35%	0%	26%	15%	3%	3%
Dental	18%	0%	18%	15%	9%	3%
Vision	15%	3%	9%	9%	3%	0%
Life	29%	0%	3%	6%	6%	3%
Sick	62%	15%	0%	3%	0%	0%
Vacation	76%	21%	3%	3%	3%	3%
Retirement	24%	3%	26%	6%	6%	6%
Child Care	0%	0%	0%	3%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

23.3%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 34 firms, 34 firms responded)

Most (71%) of responding employers may promote employees to: Executive secretary, interpretive specialist, supervisor, information assistance, information supervisor, resource specialist, career counselor, contract administrator, office manager, administrative assistant, department support, department manager, licensed insurance agent, legal secretary, assistant administrator, purchasing agent, personnel, back office, account manager, office clerk, account clerk, optical services manager, central supply.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 300, and the California Occupational Guides, No. 21. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC) Code: 43-4171.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Mariposa High School Adult Education, page 173

Columbia College, page 175

Computer Career Training, page 192

Amador County ROP, page 195

Calaveras County ROP, page 198

Tuolumne County ROP, page 20

REGISTERED NURSES

OES CODE: 325020

22 Firms Responding-- 303 Employees Represented

DESCRIPTION OF OCCUPATION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Few	(5%)
Associate Degree (2 Year)	Most	(64%)
Bachelor Degree (4 Year)	Some	(32%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	50%	23%	27%	0%
Other Occupational Experience Accepted	0%	77%		23%
Training in Lieu Of Experience Accepted	13%	64%		23%
Technical/Vocational Training Required	95%	0%	5%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Speak effectively; look for ways to help people; reading comprehension; be aware of and understand others' reactions; judgment and decision making

Knowledge: Information and techniques needed to diagnose and treat injuries, diseases, and deformities; biology; customer service; composition, structure, and properties of substances and their processes and transformations; information and techniques needed to rehabilitate physical and mental ailments

Abilities: Oral and written communication and comprehension; know when something is wrong or likely to go wrong

License or certification:

Registered Nurse License

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	0
Database	4	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 70 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(14%)
Employees Leaving	Most	(70%)
Promotions	Few	(1%)
Temporary	Few	(14%)

RECRUITMENT METHODS

(Out of 22 firms, 22 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(64%)
Newspaper Ads	Almost all	(82%)
In-House Promotion or Transfer	Some	(23%)
Walk-In Applicants	Some	(23%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (630 to 740)

GENDER: Female employees	280	(92%)
Male employees	23	(8%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Offices and clinics of medical doctors, skilled nursing care facilities, general medical and surgical hospitals, home health care services, kidney dialysis centers, specialty outpatient clinics, individual and family services, county government, correctional institutions.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

REGISTERED NURSES

OES CODE: 325020

22 Firms Responding -- 303 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$ 8.00-\$23.00	\$19.06
New Hires, Experienced	\$10.50-\$25.00	\$20.01
Experienced, 3 Years w/Firm	\$13.00-\$27.00	\$21.63

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$19.40-\$22.46	\$19.71
New Hires, Experienced	\$18.00-\$23.58	\$20.00
Experienced, 3 Years w/Firm	\$20.00-\$28.67	\$24.00

(Some [23%] of responding employers employ union workers in this occupation. Some [23%] of responding employers offer mileage, per diem, bonuses and/or shift differentials.)

TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Many	(59%)
Part Time, avg 21 hrs/wk	Some	(23%)
Temporary/On Call, avg 13 hrs/wk	Few	(18%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 22 firms, 22 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(23%)
Graveyard	Few	(18%)
Other Shifts	Some	(23%)

BENEFITS

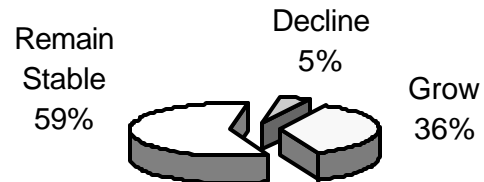
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	45%	23%	27%	23%	0%	0%
Dental	27%	9%	27%	27%	0%	0%
Vision	32%	9%	18%	18%	5%	5%
Life	45%	14%	9%	9%	5%	5%
Sick	68%	27%	5%	5%	5%	0%
Vacation	68%	32%	5%	5%	5%	0%
Retirement	32%	9%	23%	18%	9%	5%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

17.5%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 22 firms, 22 firms responded)

Many (59%) of responding employers may promote employees to: supervising registered nurse, CF, case manager, supervisor, PHN II, supervising registered nurse-CF, head nurse, nurse manager, assistant director of nursing, registered nurse II & III, management, nurse supervisor, lead nurse, clinical director.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 210; the California Occupational Guides, No. 29; and the California Professional & Business License Handbook, Sixth Edition 1999, page 88. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 29-1111

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

SALESPERSONS--RETAIL (EXCEPT VEHICLE SALES)

OES CODE: 490112

17 Firms Responding-- 280 Employees Represented

DESCRIPTION OF OCCUPATION

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(24%)
High School Diploma or Equivalent	Most	(76%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	12%	29%	59%	0%
Other Occupational Experience Accepted	41%	29%		30%
Training in Lieu Of Experience Accepted	47%	24%		29%
Technical/Vocational Training Required	6%	76%	18%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Look for ways to help people; speak effectively; be aware of and understand others' reactions; active listening; use mathematics to solve problems

Knowledge: Principles and methods involved in showing, promoting, and selling products or services; customer service; basic mathematics; English language; administrative and clerical procedures and systems

Abilities: Oral communication and comprehension; follow a rule or set of rules to arrange things or actions in a certain order

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	2
Database	2	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 106 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(9%)
Employees Leaving	Most	(67%)
Promotions	Some	(21%)
Temporary	Few	(3%)

RECRUITMENT METHODS

(Out of 17 firms, 17 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(76%)
Newspaper Ads	Most	(71%)
Walk-In Applicants	Almost All	(88%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (1170 to 1440)

GENDER: Female employees	180 (64%)
Male employees	100 (36%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Wine and distilled beverages; lumber and other building materials; hardware stores; department stores; miscellaneous general merchandise stores; grocery stores; auto and home supply stores; women's clothing stores; miscellaneous apparel and accessory stores; furniture stores; floor covering stores; computer and software stores; sporting goods and bicycle shops; gift, novelty, and souvenir shops; florists; miscellaneous retail stores

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

SALESPERSONS--RETAIL (EXCEPT VEHICLE SALES)

OES CODE: 490112

17 Firms Responding -- 280 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$8.00	\$6.50
New Hires, Experienced	\$6.25-\$9.50	\$8.00
Experienced, 3 Years w/Firm	\$6.50-\$12.00	\$10.00

(None [0%] of responding employers employ union workers in this occupation.) A **few** (12%) of responding employers pay commissions in addition to wages. One employer paid commission only and is not included in this report.

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Many	(57%)
Part Time, avg 24 hrs/wk	Many	(41%)
Temporary/On Call, avg 21 hrs/wk	Few	(1%)
Seasonal, avg 20 hrs/wk	Few	(1%)

SHIFTS

(Out of 17 firms, 17 answered this question.)
Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(6%)
Graveyard	None	(0%)
Other Shifts	Few	(6%)

BENEFITS

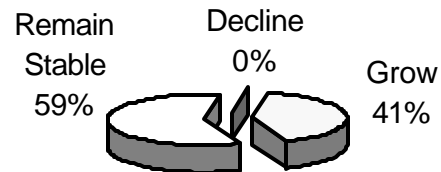
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	41%	18%	35%	6%	0%	0%
Dental	35%	18%	24%	0%	0%	0%
Vision	12%	12%	12%	0%	0%	0%
Life	29%	18%	6%	0%	0%	0%
Sick	53%	18%	0%	0%	0%	0%
Vacation	76%	24%	0%	0%	0%	0%
Retirement	24%	12%	29%	12%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

23.1%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 17 firms, 17 firms responded)

Many (59%) of responding employers may promote employees to: Store manager, wholesale, management, lead area manager, manager, outside sales, department head, assistant manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 274, and the California Occupational Guides, No. 536. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 41-2031.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

TEACHERS--SPECIAL EDUCATION

OES CODE: 313110

12 Firms Responding-- 128 Employees Represented

DESCRIPTION OF OCCUPATION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Almost All	(92%)
Graduate Study	Few	(8%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	8%	50%	42%	0%
Other Occupational Experience Accepted	17%	17%		66%
Training in Lieu Of Experience Accepted	25%	25%		50%
Technical/Vocational Training Required	67%	25%	8%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Teach others; use multiple approaches when learning or teaching; speaking effectively; be aware of and understand others' reactions; planning

Knowledge: Instructional methods and training techniques; psychology; therapy and counseling techniques; English language; customer service

Abilities: Oral and written communication and comprehension; know when something is wrong or is likely to go wrong

License or certification:

Teacher-Special Education

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	6	Spreadsheet	1
Database	3	Desktop Publishing	1

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 25 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(20%)
Employees Leaving	Many	(48%)
Promotions	Some	(28%)
Temporary	Few	(4%)

RECRUITMENT METHODS

(Out of 12 firms, 12 answered this question.)

The three most successful recruitment methods used by responding employers are:

Colleges/Universities	Many	(42%)
Newspaper Ads	Almost All	(83%)
Internet	Many	(50%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (180 to 260)

<u>GENDER:</u> Female employees	101	(79%)
Male employees	27	(21%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary & secondary schools, residential care, correctional institutions

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

TEACHERS-SPECIAL EDUCATION

OES CODE: 313110

12 Firms Responding -- 128 Employees Represented

WAGES and BENEFITS (June/August 2001) (Yearly Salary)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$30,220-\$38,508	\$34,000
New Hires, Experienced	\$34,000-\$50,899	\$38,000
Experienced, 3 Years w/Firm	\$31,985-\$53,712	\$38,151

(Almost all [92%] of responding employers employ union workers in this occupation.)

TIME BASE/HOURS WORKED

Full Time, avg 36 hrs/wk	Almost all	(90%)
Part Time, avg 25 hrs/wk	Few	(10%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 12 firms, 12 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Few	(8%)

BENEFITS

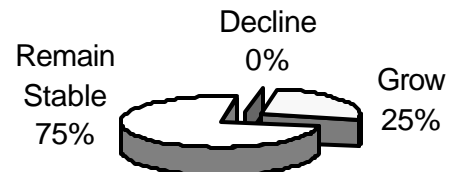
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	17%	8%	75%	25%	0%	0%
Dental	17%	17%	67%	17%	0%	0%
Vision	25%	17%	58%	17%	0%	0%
Life	8%	0%	17%	8%	0%	0%
Sick	75%	25%	17%	8%	0%	0%
Vacation	58%	17%	8%	8%	0%	0%
Retirement	17%	0%	58%	17%	0%	8%
Child Care	0%	0%	8%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

44.4%, Much faster than average.

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 12 firms, 12 firms responded)

Many (50%) of responding employers may promote employees to: Lead instructor, superintendent, principal, administrative positions, program specialist.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 187; the California Occupational Guides, No. 110; and the California Professional & Business License Handbook, Sixth Edition 1999, page 269. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

TELLERS

OES CODE: 531020

15 Firms Responding-- 102 Employees Represented

DESCRIPTION OF OCCUPATION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	7%	27%	67%	0%
Other Occupational Experience Accepted	53%	20%		27%
Training in Lieu Of Experience Accepted	40%	33%		27%
Technical/Vocational Training Required	13%	87%	0%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Use mathematics to solve problems; look for ways to help people; speak and listen effectively; be aware of and understand others' reactions

Knowledge: Basic mathematics; economic and accounting principles and practices; administrative and clerical procedures and systems; customer service; basic computer

Abilities: Oral communication and comprehension; good vision

License or certification:

No license or other certification needed.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	7	Spreadsheet	3
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 31 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(6%)
Employees Leaving	Many	(55%)
Promotions	Some	(26%)
Temporary	Few	(13%)

RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(47%)
Newspaper Ads	Almost All	(80%)
Walk - In Applicants	Almost All	(80%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (160 to 190)

GENDER: Female employees 100 (98%)
Male employees 2 (2%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

National commercial banks, state commercial banks, commercial banks, federal savings institutions, savings institutions-except federal.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

TELLERS

OES CODE: 531020

15 Firms Responding -- 102 Employees Represented

WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.25-\$8.40	\$7.28
New Hires, Experienced	\$6.75-\$10.00	\$8.59
Experienced, 3 Years w/Firm	\$8.00-\$12.98	\$10.00

(None [0%] of responding employers employ union workers in this occupation. **Some** [33%] of responding employers give incentives or bonuses.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Many	(42%)
Part Time, avg 27 hrs/wk	Many	(56%)
Temporary/On Call, avg 23 hrs/wk	Few	(2%)
Seasonal, avg 0 hrs/wk	None	(0%)

SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

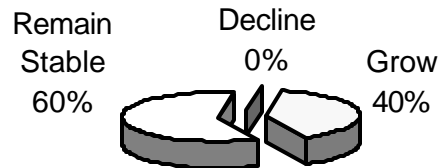
	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%	13%	47%	60%	0%	7%
Dental	27%	7%	47%	60%	0%	7%
Vision	20%	7%	33%	47%	7%	7%
Life	33%	20%	20%	27%	0%	0%
Sick	73%	67%	7%	20%	0%	0%
Vacation	73%	67%	7%	20%	0%	0%
Retirement	27%	27%	47%	47%	7%	7%
Child Care	0%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

18.8%, Average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

All (100%) of responding employers may promote employees to: Supervisor; teller I, II, III; teller coordinator; assistant branch manager; branch manager; loan interviewer; loan officer; new accounts representative; operations; customer service officer; assistants; loan; vault teller; utility teller; manager; BSO; FSO; CSM; ACSM.

Standard Occupational Classification System (SOC)
Code: 43-3071.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 289, and the California Occupational Guides, No. 109. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

TRUCK DRIVERS, LIGHT—INCLUDING DELIVERY AND ROUTE WORKERS

OES CODE: 971050

14 Firms Responding-- 81 Employees Represented

DESCRIPTION OF OCCUPATION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	0
Database	2	Desktop Publishing	0

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Few	(7%)
High School Diploma or Equivalent	Almost All	(93%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	36%	29%	36%	0%
Other Occupational Experience Accepted	36%	21%		43%
Training in Lieu Of Experience Accepted	42%	29%		29%
Technical/Vocational Training Required	14%	71%	14%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Operation and monitoring of equipment or systems; equipment maintenance; reading comprehension; oral and written communication; repair machines or systems

Knowledge: Principles and methods for moving people or goods; public safety; administrative and clerical procedures and systems

Abilities: Know one's location in relation to one's self; quickly respond to a signal; good vision; exert force to lift, push, pull, or carry; bend, stretch, twist, or reach with body, arms and/or legs

License or certification:

No license or other certification needed.

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

TURNOVER

Responding employers reported a total of 51 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(16%)
Employees Leaving	Many	(55%)
Promotions	Some	(24%)
Temporary	Few	(6%)

RECRUITMENT METHODS

(Out of 14 firms, 14 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(71%)
Newspaper Ads	Most	(64%)
Walk - In Applicants	Most	(79%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Very Large (230 to 290)

GENDER: Female employees	17	(21%)
Male employees	64	(79%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Special dies, tools, jigs, and fixtures; industrial machinery; courier services, except by air; air transportation, scheduled; refuse systems; automobiles and other motor vehicles; roofing siding and insulation; groceries, general line; groceries and related products; lumber and other building materials; miscellaneous general merchandise stores; auto and home supply stores; furniture stores; floor covering stores; fuel oil dealers; florists; general automotive repair shops.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

TRUCK DRIVERS, LIGHT—INCLUDING DELIVERY AND ROUTE WORKERS

OES CODE: 971050

14 Firms Responding -- 81 Employees Represented

WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$11.19	\$7.50
New Hires, Experienced	\$6.25-\$12.03	\$9.50
Experienced, 3 Years w/Firm	\$8.50-\$15.00	\$12.00

(A **few** [7%] of responding employers employ union workers in this occupation. A **few** [15%] of responding employers give bonuses or pay in lieu of benefits.)

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(74%)
Part Time, avg 29 hrs/wk	Few	(19%)
Temporary/On Call, avg 10 hrs/wk	Few	(5%)
Seasonal, avg 45 hrs/wk	Few	(2%)

SHIFTS

(Out of 14 firms, 14 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(7%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

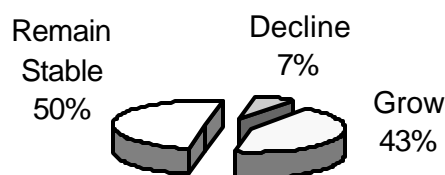
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	36%	0%	36%	0%	0%	0%
Dental	29%	0%	29%	0%	0%	0%
Vision	7%	0%	14%	0%	0%	0%
Life	14%	0%	7%	0%	0%	0%
Sick	64%	14%	0%	0%	0%	0%
Vacation	71%	21%	0%	0%	7%	0%
Retirement	29%	0%	29%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%

PROJECTIONS

Growth Rate, 1997-2004:

26.1%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 14 firms, 14 firms responded)

Most (71%) of responding employers may promote employees to: Salesperson, driver, sales, management, supervisor, sales manager, inside sales, counter salesperson, shipping & receiving, contract supervisor, manager, roll-off.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 505, and the California Occupational Guides, No. 563. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 53-3033.

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

WELDERS AND CUTTERS

OES CODE: 939140

10 Firms Responding -- 45 Employees Represented

DESCRIPTION OF OCCUPATION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EMPLOYER REQUIREMENTS

EDUCATION

Less than High School Diploma	Some	(20%)
High School Diploma or Equivalent	Almost All	(80%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	60%	0%	40%	0%
Other Occupational Experience Accepted	30%	70%		0%
Training in Lieu Of Experience Accepted	60%	40%		0%
Technical/Vocational Training Required	30%	20%	50%	0%

SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Quality inspection; operate equipment or systems; maintain equipment; determine type of tools needed for job; install equipment, machines, wiring, or programs

Knowledge: Building and construction material, methods, and tools; machines and tools; production and processing; design techniques, principles, tools and instruments; equipment, tools, mechanical devices, and their uses

Abilities: Keep hand and arm steady; make coordinated movements of hands and/or arms; make quick, repeated, precise adjustments to controls; good vision; use abdominal and lower back muscles to move repeatedly over time without fatiguing

License or certification:

Welding Certification

COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Very difficult

TURNOVER

Responding employers reported a total of 24 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Many	(46%)
Employees Leaving	Some	(38%)
Promotions	Few	(8%)
Temporary	Few	(8%)

RECRUITMENT METHODS

(Out of 10 firms, 10 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Many	(50%)
Newspaper Ads	Most	(70%)
Walk-In Applicants	Most	(70%)

SIZE OF OCCUPATION

SIZE OF OCCUPATION: Large (60 to 70)

GENDER: Female employees	0	(0%)
Male employees	45	(100%)

WHERE THE JOBS ARE (in survey area)

Major employing industries:

Highway street construction, plumbing, heating, airconditioning, wrecking and demolition work, special trade contractors, hardwood dimension and flooring mills, steel foundries, farm machinery and equipment, industrial furnaces and ovens, auto exhaust system repair shops, welding repair services, armature rewinding shops, repair services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

WELDERS AND CUTTERS

OES CODE: 939140

10 Firms Responding -- 45 Employees Represented

WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.25-\$8.00	\$8.00
New Hires, Experienced	\$8.00-\$12.00	\$11.00
Experienced, 3 Years w/Firm	\$12.00-\$23.00	\$14.00

(None [0%] of responding employers employ union workers in this occupation. A **few** [10%] responding employers report employees receive a monthly bonus.

TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost all	(93%)
Part Time, avg 25 hrs/wk	Few	(4%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 40 hrs/wk	Few	(2%)

SHIFTS

(Out of 10 firms, 10 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(10%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

BENEFITS

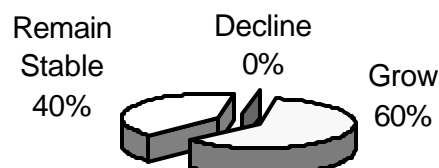
	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%	11%	22%	0%	11%	0%
Dental	0%	11%	22%	0%	11%	0%
Vision	0%	0%	0%	0%	11%	0%
Life	11%	11%	11%	0%	11%	0%
Sick	33%	0%	0%	0%	11%	0%
Vacation	67%	11%	0%	0%	0%	0%
Retirement	0%	0%	22%	0%	22%	0%
Child Care	0%	0%	0%	0%	11%	0%

PROJECTIONS

Growth Rate, 1997-2004:

16.7%, Faster than average.

Responding employers expect this occupation's employment over the next 24 months to:



OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

(Out of 10 firms, 10 firms responded)

Most (70%) of responding employers may promote employees to: Lead manager, quality control technician manager, shop foreman, foreman, supervisor, shop manager, department head, field superintendent, team leader.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 463; the California Occupational Guides, No. 84; and the California Professional & Business License Handbook, Sixth Edition 1999, page 57. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)
Code: 51-4121.02

CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Report:

Columbia College, page 175
Mariposa County ROP, page 203
Tuolumne County ROP, page 205

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

Appendix

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LABEL

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

SECURITY GUARDS

Security Guards guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes, please complete this questionnaire for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in **Amador, Calaveras, Mariposa and Tuolumne Counties**.

1. What job title(s) does your firm use for these duties? _____

2a. How many employees does your firm currently have **in this occupation**? _____

2b. **In this occupation**, how many are: Male? _____ Female? _____

2c. **In this occupation**, how many current employees are there; and, on average, how many weekly hours do they work?

Regular, Full Time: _____

Average Weekly Hours Worked: _____

Regular, Part Time: _____

Average Weekly Hours Worked: _____

Temporary/On Call: _____

Average Weekly Hours Worked: _____

Seasonal: _____

Average Weekly Hours Worked: _____

3. In your firm, what shifts are available **for this occupation**? (check all that apply)

☐ Day ☐ Swing ☐ Graveyard ☐ Other (Please specify): _____

4. Has your firm hired **in this occupation** within the last 12 months? ☐ Yes ☐ No

If yes, How many were hired to fill vacancies resulting from promotions within your firm? _____

How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? _____

How many were hired to fill new permanent positions resulting from growth? _____

How many were hired to fill temporary, on call, or seasonal positions? _____

5a. During the last 12 months, did your firm's employment **in this occupation**: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

5b. Over the next 24 months, do you expect your firm's employment **in this occupation** to: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

6. When you hire applicants for this occupation, is prior experience **in this occupation** required?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, how much experience **in this occupation** is required/preferred? _____ months

Is experience in other occupations accepted? ☐ Yes ☐ No

If yes, please specify: Occupation: _____ months _____

7. If prior experience is required when you hire applicants **for this occupation**, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)

Not Difficult = 1 2 3 4 = Difficult

8. If prior experience is not required when you hire applicants **for this occupation**, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)

Not Difficult = 1 2 3 4 = Difficult

9. Does your firm accept training as a substitute for experience **in this occupation**? ☐ Yes ☐ No

If yes, how many months of training can generally be substituted? _____ months

10. What is the **minimum** level of education your firm requires **when hiring** an applicant **in this occupation**? (Check one).

☐ Less than high school diploma ☐ High school diploma or equivalent

☐ Associate Degree (2 year) ☐ Bachelor Degree (4 year) ☐ Graduate Study

11. Is technical or vocational training required **prior** to employment **in this occupation**?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, what kind of training is required/preferred? _____ months _____

Is this training in addition to the minimum level of education required indicated in question #10? ☐ Yes ☐ No

12a. What is the usual income earned by your firm's employees **in this occupation** at the following levels of skill and experience?

Base Wage or Salary

- New hires, no experience (trained or untrained): \$ _____
- New hires who are experienced: \$ _____
- Experienced employees after 3 years with your firm: \$ _____

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

If yearly, is salary based on a 52-week year? ☐ Yes ☐ No If no, indicate days, weeks, or months worked per year. _____

If yearly, is salary based on a 40-hour week? ☐ Yes ☐ No If no, how many hours per week is the salary based on? _____ hours

12b. For **other compensation**, if applicable, please indicate the average overall earnings and type(s) of compensation.

- New hires, no experience (trained or untrained): \$ _____
- New hires who are experienced: \$ _____
- Experienced employees after 3 years: \$ _____

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

Type of Compensation: ☐ Commission ☐ Tips ☐ Bonus ☐ Piece Rate ☐ Other (Please specify): _____

13. Are the wages for employees **in this occupation** subject to a collective bargaining or union agreement?

☐ Yes ☐ No If yes, what is the name of the union or local number? _____

14. Please check benefits your firm offers full-time (FT)/part-time (PT) employees **in this occupation** & which best describes who pays them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan (do not include 401K plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401K Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15a. Does your firm ever promote employees **in this occupation** to higher level positions? ☐ Yes ☐ No

If yes, what are the titles of the positions to which they may be promoted?

15b. What skills are important for career advancement?

16. What computer software skills, if any, does your firm seek in applicants **for this occupation**? (Check all that apply)

☐ None ☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other (Please specify):

Specify Software _____

17. What other **new** skills are needed to perform the duties **of this occupation**? (Please include any that are not listed in question 21)

18. When your firm hires employees **for this occupation**, which are the top three most successful recruitment methods?

<input type="checkbox"/> In-house promotions or transfers	<input type="checkbox"/> Newspaper ads	<input type="checkbox"/> Internet
<input type="checkbox"/> EDD	<input type="checkbox"/> Walk-in applicants	<input type="checkbox"/> Colleges/Universities
<input type="checkbox"/> School/program referrals	<input type="checkbox"/> Union hall referrals	<input type="checkbox"/> Employee referrals
<input type="checkbox"/> Private employment agencies	<input type="checkbox"/> Trade journals	<input type="checkbox"/> Other (Please specify):

19. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify: _____

20. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No

21. Which of the following skills are important for job entry in this occupation. (Please check all that apply.)

Basic

☐ Ability to read and follow instructions

☐ Ability to write legibly

☐ Oral communication skills

Technical

☐ Security guard registration (Guard Card)

☐ Ability to follow security protection procedures

☐ Ability to use a baton

☐ Ability to administer emergency first aid

☐ Bondable

☐ Licensed to carry firearms

☐ Ability to write effectively

☐ Ability to operate video surveillance equipment

☐ Possession of a valid driver's license

Personal or other

☐ Ability to work independently

☐ Willingness to work with close supervision

☐ Public contact skills

☐ Possession of a clean police record

☐ Possession of a reliable vehicle

Other (please list) _____

THE PLACE...

for
California Labor Market and Occupational Information
on the Internet

<http://www.calmis.ca.gov>

This is the Internet home page of the Labor Market Information Division of the California Employment Development Department. Other EDD services can be reached by linking from this page or directly by accessing the following: **<http://www.edd.ca.gov>**

For more information contact the Labor Market Information Division at (916) 262-2162 or the EDD LMID/Areas Services Group County Single Point of Contact (see page 165).

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM

LOCAL PARTNERS/AGENCIES

CONTRA COSTA COUNTY

Workforce Development Board of Contra Costa County
925-646-5527
Web Site: <http://www.wdbccc.com>

FRESNO COUNTY

Fresno County Workforce Investment Board
559-490-7174
Web Site: <http://www.jobsfresno.com>

GOLDEN SIERRA CONSORTIUM

(Alpine, El Dorado, Nevada, Placer, and Sierra Counties)
Golden Sierra Job Training Agency
530-265-3201
Web Site: <http://www.goldensierra.com>

HUMBOLDT COUNTY

Humboldt County Employment Training Division
707-441-4664
Web Site: www.humboldtetd.com

IMPERIAL COUNTY

Workforce Investment Board of Imperial County
760-336-4074
Web Site: <http://www.wibic.org>

KERN, INYO AND MONO CONSORTIUM

Kern, Inyo, Mono Workforce Investment Board
Employers' Training Resource
661-336-6978
Web Site: www.etronline.com

KINGS COUNTY

Kings County Economic Development Corporation
559-585-4727
Web Site: www.kingsedc.org

LOS ANGELES COUNTY

City of Long Beach Workforce Development Bureau
CCOIS Unit
562-570-3762
Web Site: www.longbeachworkforce.org

MADERA COUNTY

Madera County Private Industry Council
559-662-4600
Web Site: <http://www.maderaworkforce.org>

MENDOCINO COUNTY

Mendocino Private Industry Council
707-467-5912
Web Site: <http://www.mpic.org>

MERCED COUNTY

Merced County Department of Workforce Investment
209-724-2152
Web Site: <http://www.co.merced.ca.us>

MONTEREY BAY

(Monterey, San Benito, Santa Cruz Counties)
Monterey County Workforce Investment Board
831-796-3303
Web Site: <http://www.co.monterey.ca.us>

MOTHER LODE CONSORTIUM

(Amador, Calaveras, Mariposa and Tuolumne Counties)
Mother Lode Job Training Agency
209-532-2820
Web Site: <http://www.jobconnect.org>

NORTH BAY COUNTIES

(Marin, Napa, Solano and Sonoma Counties)
North Bay Employment Connection
(916) 984-9615
Web Site: <http://www.work-info.com>

NORTH CENTRAL COUNTIES CONSORTIUM

(Colusa, Glenn, Lake, Sutter and Yuba Counties)
North State Occupational Research Group
530-822-7145
Web Site: <http://www.northcentralcounties.org>

NO. RURAL TRNG/EMPLOYMENT CONSORTIUM (NoRTEC)

(Butte, Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity Counties)
530-538-5378
Web Site: <http://www.ncen.org/butte>

ORANGE COUNTY

Orange County Workforce Investment Board
714-567-7414
Web Site: <http://www.ocwib.ca.gov>

RIVERSIDE COUNTY

Riverside Economic Development Agency
909-955-1029
Web Site: <http://www.rivcoeda.org>

SACRAMENTO/YOLO JOINT PROJECT

Sacramento Employment & Training Agency
800-886-3372
Web Site: <http://www.seta.net>

SAN BERNARDINO COUNTY

County of San Bernardino Economic Development
Services Group
909-381-7949
Web Site: <http://www.co.san-bernardino.ca.us>

SAN DIEGO COUNTY

San Diego Workforce Partnership, Inc.
619-744-0356
Web Site: <http://www.SanDiegoAtWork.com>

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM
LOCAL PARTNERS/AGENCIES (continued)

SAN FRANCISCO COUNTY

Private Industry Council of San Francisco, Inc.
415-435-8700
Web Site: <http://www.411@picsf.org>

SAN JOAQUIN COUNTY

San Joaquin Employment & Economic Development Dept.
209-468-35383
Web Site: www.sjcworknet.org

SAN LUIS OBISPO COUNTY

San Luis Obispo Private Industry Council, Inc.
805-788-2616
Web Site: <http://www.jobhunt.org/pic>

SAN MATEO

(San Mateo and Santa Clara Counties)
NOVA Workforce Investment Board
408-730-7833
Web Site: <http://www.novaworks.org>

SHASTA COUNTY

Shasta County Private Industry Council
530-245-1570
Web Site: <http://www.shastapic.com>

STANISLAUS COUNTY

Stanislaus County Department of Employment & Training
209-558-2107
Web Site: <http://www.stannet.org>

TULARE COUNTY

Tulare County Workforce Investment Department
559-713-5234
Web Site: <http://www.tcpic.org>

VENTURA COUNTY

County of Ventura Workforce Administration
805-652-7892
Web Site: <http://www.wib.ventura.org>

Employment Development Department Labor Market Information
Local Labor Market Consultants
November 12, 2003

County Name	Labor Market Consultants	Phone Number	Alternate Contacts
Statewide	Information Desk	916/262-2162	N/A
Alameda	<u>Idell Weydemeyer</u>	925/602-1536	<u>Valina Agbabian</u> (415/749-7549)
Alpine	<u>Mary Mahoney</u>	530/470-1909	<u>David Lyons</u> (916/227-2015)
Amador	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Butte	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Calaveras	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Colusa	<u>Brandy Daniel</u>	530/895-4300	<u>Dennis Mullins</u> (707/441-5892)
Contra Costa	<u>Idell Weydemeyer</u>	925/602-1536	<u>Valina Agbabian</u> (415/749-7549)
Del Norte	<u>Dennis Mullins</u>	707/441-5892	<u>Kathy Porter</u> (530/225-2562)
El Dorado	<u>David Lyons</u>	916/227-2015	<u>Mary Mahoney</u> (530/470-1909)
Fresno	<u>Nannette Potter</u>	559/230-4077	<u>Bunny Bentley</u> (209/536-2985)
Glenn	<u>Brandy Daniel</u>	530/895-4300	<u>Dennis Mullins</u> (707/441-5892)
Humboldt	<u>Dennis Mullins</u>	707/441-5892	<u>Kathy Porter</u> (530/225-2562)
Imperial	<u>Cheryl Mason</u>	858/689-6544	<u>Sarah Parker</u> (661/395-2543)
Inyo	<u>Sarah Parker</u>	661/395-2543	<u>Thomas Flournoy</u> (909/955-3204)
Kern	<u>Sarah Parker</u>	661/395-2543	<u>Ann Marshall</u> (949/588-3888)
Kings	<u>Victor Coelho</u>	559/635-3221	<u>Bill Freed</u> (805/614-1213)
Lake	<u>Dennis Mullins</u>	707/441-5892	<u>Brandy Daniel</u> (530/895-4300)
Lassen	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Los Angeles	<u>Bradley Kemp</u>	213/744-2569	<u>Abel Alcocer</u> (818/897-8097)
Madera	<u>Nannette Potter</u>	559/230-4077	<u>Bunny Bentley</u> (209/536-2985)
Marin	<u>Valina Agbabian</u>	415/749-7549	<u>Paak-Yin Tam</u> (415/749-7546)
Mariposa	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Mendocino	<u>Dennis Mullins</u>	707/441-5892	<u>Brandy Daniel</u> (530/895-4300)
Merced	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Modoc	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Mono	<u>Sarah Parker</u>	661/395-2543	<u>Cheryl Mason</u> (858/689-6544)
Monterey	<u>Bill Freed</u>	805/614-1213	<u>Abel Alcocer</u> (818/897-8097)
Napa	<u>Cynthia Solorio</u>	209/941-6550	<u>David Lyons</u> (916/227-2015)
Nevada	<u>Mary Mahoney</u>	530/470-1909	<u>David Lyons</u> (916/227-2015)
Orange County - North	<u>Maritza Quant</u>	714/687-4816	<u>Cheryl Mason</u> (858/689-6544)
Orange County - South	<u>Ann Marshall</u>	949/588-3888	<u>Cheryl Mason</u> (858/689-6544)

Employment Development Department Labor Market Information
Local Labor Market Consultants
November 12, 2003

Placer	<u>David Lyons</u>	916/227-2015	<u>Mary Mahoney</u> (530/470-1909)
Plumas	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Riverside	<u>Thomas Flournoy</u>	909/955-3204	<u>Maritza Quant</u> (714/687-4816)
Sacramento	<u>David Lyons</u>	916/227-2015	<u>Mary Mahoney</u> (530/470-1909)
San Benito	<u>Janice Shriver</u>	408/558-0689	<u>Ruth Kavanagh</u> (650/413-1812)
San Bernardino	<u>Thomas Flournoy</u>	909/955-3204	<u>Maritza Quant</u> (714/687-4816)
San Diego	<u>Cheryl Mason</u>	858/689-6544	<u>Ann Marshall</u> (949/588-3888)
San Francisco	<u>Paak-Yin Tam</u>	415/749-7546	<u>Valina Agbabian</u> (415/749-7549)
San Joaquin	<u>Liz Baker</u>	209/941-6551	<u>Bunny Bentley</u> (209/536-2985)
San Luis Obispo	<u>Bill Freed</u>	805/614-1213	<u>Abel Alcocer</u> (818/897-8097)
San Mateo	<u>Ruth Kavanagh</u>	650/413-1812	<u>Janice Shriver</u> (408/558-0689)
Santa Barbara	<u>Bill Freed</u>	805/614-1213	<u>Bradley Kemp</u> (213/744-2569)
Santa Clara	<u>Janice Shriver</u>	408/558-0689	<u>Ruth Kavanagh</u> (650/413-1812)
Santa Cruz	<u>Janice Shriver</u>	408/558-0689	<u>Ruth Kavanagh</u> (650/413-1812)
Shasta	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Sierra	<u>Mary Mahoney</u>	530/470-1909	<u>David Lyons</u> (916/227-2015)
Siskiyou	<u>Kathy Porter</u>	530/225-2562	<u>Dennis Mullins</u> (707/441-5892)
Solano	<u>Cynthia Solorio</u>	209/941-6550	<u>David Lyons</u> (916/227-2015)
Sonoma	<u>Cynthia Solorio</u>	209/941-6550	<u>Dennis Mullins</u> (707/441-5892)
Stanislaus	<u>Liz Baker</u>	209/941-6551	<u>Bunny Bentley</u> (209/536-2985)
Sutter	<u>Mary Mahoney</u>	530/470-1909	<u>Brandy Daniel</u> (530/895-4300)
Tehama	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Trinity	<u>Kathy Porter</u>	530/225-2562	<u>Dennis Mullins</u> (707/441-5892)
Tulare	<u>Victor Coelho</u>	559/635-3221	<u>Bill Freed</u> (805/614-1213)
Tuolumne	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Ventura	<u>Abel Alcocer</u>	818/897-8097	<u>Bradley Kemp</u> (213/744-2569)
Yolo	<u>David Lyons</u>	916/227-2015	<u>Mary Mahoney</u> (530/470-1909)
Yuba	<u>Mary Mahoney</u>	530/470-1909	<u>Brandy Daniel</u> (530/895-4300)

Region	Manager	Phone Number
Central California	<u>Carla Barnes</u>	559/230-3630
Los Angeles	<u>Mike Caplis</u>	213/744-2571
Northern California	<u>Arvis Curry</u>	707/441-5831
Southern California	<u>Linda Reed</u>	909/481-7267

Local Training Providers

The following pages contain information on occupational training resources offered in Amador, Calaveras, Mariposa, and Tuolumne counties in 2003. Job seekers and employment/career counselors can use this directory as a first-step reference when seeking training resources within the survey area for these occupations.

Program listings include the site of training, address, telephone number, email address and web site address (if available).

The reader can obtain information about training sources in adjacent counties (San Joaquin, Stanislaus, Merced, Sacramento) or any other county by contacting the CCOIS office in that county. The CCOIS Local Partners are listed on page 155-156 of the Appendix in this **Occupational Outlook** report.

Additional California state training information can be obtained electronically through the California Training and Education Providers (CTEP) using LMID's home page number on the Internet:

<http://www.calmis.ca.gov>.

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). **Training Programs may change frequently and it is recommended that the schools be contacted to verify the information listed.**

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Local Training Providers (continued)

ADULT EDUCATION PROGRAMS

Amador Adult School

217 Rex Avenue
Jackson, CA 95642
(209) 267-5274

Site: Independence High School
525 Independence Road
Jackson, CA 95642
(209) 267-5274

Calaveras High School

PO Box 788
San Andreas, CA 95249
(209) 754-2181

Site: Calaveras High School
P O Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-3597
Email: rsilva@ccoe.k12.ca.us
Internet: www.calaveras.k12.ca.us/chs.htm

Calaveras Unified School District Transportation Department

PO Box 788, 3304 Highway 12
San Andreas, CA 95249
(209) 754-2181
Email: N/A
Internet: www.calaveras.k12.ca.us

Columbia College

11600 Columbia College Drive
Sonora, CA 95370
(209) 588-5250
Email: www.gocolumbia.org
Internet: www.gocolumbia.org

Sites: Bret Harte High School
364 Murphys Grade Road
Altaville, CA 95221
(209) 736-2507

Don Pedro High School
PO Box 1397
Groveland, CA 95321
(209) 852-2864

Sonora High School
430 North Washington Street
Sonora, CA 95370
(209) 533-5511

Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Tioga High School
PO Box 1397
Groveland, CA 95321
(209) 962-4763

Local Training Providers (continued)

ADULT EDUCATION PROGRAMS (continued)

Mariposa Adult Education

Mariposa County Unified School District
PO Box 8, 5081 Highway 140
Mariposa, CA 95338
(209) 966-3691

Site: Mariposa Adult School
PO Box 5001, 4802 Hwy 140
Mariposa, CA 95338
(209) 742-0290

Mariposa High School
PO Box 127, 5074 Old Hwy North
Mariposa, CA 95338
(209) 966-3663

Spring Hill High School
PO Box 5001
Mariposa, CA 95338
(209) 966-2505

Merced College

3600 M Street
Merced, CA 95348-2898
(209) 384-6042
Email: N/A
Internet: www.mccd.edu

Site: Mariposa High School
5074 Old Highway North
Mariposa, CA 95338
(209) 742-0206

San Joaquin Delta College

5151 Pacific Avenue
Stockton, CA 95207-6370
(209) 954-5151
Email: N/A
Internet: www.deltacollege.edu

Sites: Amador High School
330 Spanish Street
Sutter Creek, CA 95685
(209) 267-5244

Calaveras High School
350 High School Street
San Andreas, CA 95249
(209) 754-1811

Sonora Adult School

251-A South Barretta Street
Sonora CA 95370
(209) 533-1481
Email: N/A
Internet: N/A

Local Training Providers (continued)

COLLEGES

Columbia College

11600 Columbia College Drive

Sonora, CA 95370

(209) 588-5100

Email: www.gocolumbia.org

Internet: www.gocolumbia.org

Local Training Providers (continued)

GENERAL EDUCATION DIPLOMA (GED)

Amador County Adult Education

Class Site/s: Independence High School
525 Independence Drive
Sutter Creek, CA 95685
(209) 267-5274

Test Site/s: Calaveras Office of Education
185 South Main; P. O. Box 60
Altaville, CA 95221
(209) 736-4662

Lodi Adult School
542 East Pine
Lodi, CA 95240
(209) 331-7605

Columbia College

11600 Columbia College Drive
Sonora, CA 95370
(209) 588-5100
Email & Internet: www.gocolumbia.org

Mariposa Adult School

PO Box 5001, 4802 Highway 140
Mariposa, CA 95338
(209) 742-7342

Site: Mariposa Adult School
5074 Old Highway North
Mariposa, CA 95338
(209) 742-0260
Email: N/A
Internet: www.mchs.mariposa.k12.ca.us

Sonora Adult School

251-A South Barretta Street
Sonora CA 95370
(209) 533-1481

Class Site/s: 251-A South Barretta Street
Sonora CA 95370
(209) 533-1481

Test Site/s: Columbia College
11600 Columbia College Drive
Sonora CA 95370
(209) 588-5109

Local Training Providers (continued)

PRIVATE POST-SECONDARY SCHOOLS

AHERN'S MASSAGE THERAPY SCHOOL

4615 Indian Peak Road
Mariposa, CA 95338
(209) 966-4675
Email: N/A
Internet: www.ahernsmassagetherapyschool.com

AMERICAN LEGION POST 108 AMBULANCE SERVICE

P. O. Box 480; 11350 American Legion Drive
Sutter Creek, CA 95685
(209) 223-2963
Email: allennox@alpost108.org
Internet: www.alpost108.org

BEVERLY HEALTH CARE

San Andreas Training Center

900 Mountain Ranch Road
San Andreas, CA 95249
(209) 754-3823
Email: carolynnickison@beverlycorp.com
Internet: N/A

Sonora Training Center

19929 Greenley Road
Sonora, CA 95370
(209) 532-4115

CALAVERAS COLLEGE OF THERAPEUTIC MASSAGE

PO Box 274
96 Court Street
San Andreas, CA 95249
(209) 754-4876
Email: cctm@goldrush.com
Internet: N/A

CENTURY 21

Tri-Dam Realty

#6 California Street
Valley Springs, CA 95252
(209) 772-1323
Email: tridam21@aol.com
Internet: www.century21tri-dam.com

Wildwood Properties, Inc.

PO Box 548, Twain Harte, CA 95383
18701 Tiffeni Drive, Twain Harte, CA 95383
(209) 586-3258
Email: info@century21wildwood.com
Internet: www.century21wildwood.com

Local Training Providers (continued)

PRIVATE POST-SECONDARY SCHOOLS

COMPUTER CAREER TRAINING

427 North Highway 49, Suite 102
Sonora, CA, 95370
(209) 536-1702
Email: cct@mlode.com
Internet: www.cctschool.com

H & R BLOCK TAX TRAINING SCHOOLS

H & R Block - Altaville
P O. Box 1069, 471 South Main St.
Altaville, CA 95221
(209) 736-0474
Email: owens@hrblock.com
Internet: www.hrblock.com

H & R Block - Jackson
11960 West Highway 88, Suite 3006
Jackson, CA 95642
(209) 223-2155
Email: owens@hrblock.com
Internet: www.hrblock.com

H & R Block - Sonora
778 East Mono Way
Sonora, CA 95370
(209) 736-0474
Email: jzach@hrblock.com
Internet: www.hrblock.com

MOTHER LODGE TRUCK DRIVING SCHOOL

P.O. Box 399, 17887 Harvard Mine Road
Jamestown, CA 95327
(209) 984-1406
Email: motherlode#2trk@aol.com
Internet: N/A

NATIONAL R.V. PARK INSTITUTE

P. O. Box 5578
Auburn, CA 95604
(530) 823-1076
Email: mari@garlic.com
Internet: www.NRVPI.com

Site: Far Horizons 49er Village RV Park
P. O. Box 191; 18265 Highway 49
Plymouth, CA 95669
(209) 745-6981

UNIVERSITY OF INTEGRATED STUDIES

13947 Mono Way #A
Sonora, CA 95370
(209) 533-9744
Email: mailto:uis@univintegratedstudies.edu
Internet: www.univintegratedstudies.edu

Local Training Providers (continued)

REGIONAL OCCUPATIONAL PROGRAMS

AMADOR COUNTY REGIONAL OCCUPATIONAL PROGRAM

Amador County Unified School District
217 Rex Avenue
Jackson, CA 95642
(209) 223-1750
Internet: www.teachnet.k12.ca.us

Site/s: Amador High School
330 Spanish Street
Sutter Creek, CA 95685
(209) 267-5244
Email: amadorslg@yahoo.com

Argonaut High School
Triglia Center, 217 Rex Avenue
Jackson, CA 95642
(209) 257-7700

CALAVERAS COUNTY REGIONAL OCCUPATIONAL PROGRAM

Calaveras County Unified School District
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Site/s: Calaveras High School
P.O. Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-1811 ext 5307
Email: rsilva@ccoe.k12.ca.us
Internet: www.calaveras.k12.ca.us/chs.htm

Bret Harte High School
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8348
Email: cbrooksher@bhuhds.k12.ca.us
Internet: www.calaveras.k12.ca.us

MARIPOSA COUNTY REGIONAL OCCUPATIONAL PROGRAM

Mariposa County Unified School District
P.O. Box 8, 5082 Old Highway North
Mariposa, CA 95338
(209) 742-0250

Site/s: Mariposa High School
P.O. Box 127, 5074 Old Highway North
Mariposa, CA 95338
(209) 742-0260
Email: rcarlson@mchs.mariposa.k12.ca.us
Internet: www.mchs.mariposa.k12.ca.us

Local Training Providers (continued)

REGIONAL OCCUPATIONAL PROGRAMS (continued)

TUOLUMNE COUNTY REGIONAL OCCUPATIONAL PROGRAM

Consortium member of:

Yosemite Regional Occupational Programs
Stanislaus County Office of Education
1100 H Street
Modesto, CA 95354
(209) 525-4900
Email: N/A
Internet: www.stan-co.k12.ca.us

Site/s: Sonora High School
(Mail) 251 S. Barretta St.
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423 x115
Email: carolb@sonorahs.k12.ca.us
Internet: www.sonorahs.k12.ca.us

Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228
Email: N/A
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